

From: [Parte, Maura PSA:EX](#)
To: [s.22](#) - [Snoddon, Michael AEST:EX](#)
Subject: Re: Hold in calendar
Date: June 3, 2019 7:54:20 AM

Thanks Michael, will follow up this am.

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 3, 2019, at 6:56 AM, Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca> wrote:

Hi Maura,

I have some penciled in time for June 11 from 3-4 and June 12 from 12-1

Preference is June 11 from my analysis looking at lunch needs.

Michael

From: Parte, Maura PSA:EX
Sent: May 30, 2019 12:44 PM
To: Snoddon, Michael AEST:EX <Michael.Snoddon@gov.bc.ca>
Subject: Hold in calendar

Monday June 3 anytime
Tuesday June 4 anytime
Wednesday June 5 11 am onwards
Thursday June 6 noon onwards
Friday June 7 before 10:30 am or after 3pm

From: [Parte, Maura PSA:EX](#)
To: [Hunt, Charlotte PSSG:EX](#)
Subject: RE: FW: Oath of Employment for Political Staff
Date: June 3, 2019 8:43:58 AM

Hi Charlotte, you are not required to take this Oath as you take the one for public servants. M

-----Original Appointment-----

From: Hunt, Charlotte PSSG:EX
Sent: June 3, 2019 8:24 AM
To: Parte, Maura PSA:EX
Subject: Accepted: FW: Oath of Employment for Political Staff
When: June 13, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).
Where: s.15 Legislature

From: [Parte, Maura PSA:EX](#)
To: [Snoddon, Michael AEST:EX](#)
Subject: RE: AA replacement
Date: June 3, 2019 8:44:48 AM

Hi Michael, I will follow up with other offices re: PT assistance. I will also see if we can find someone temporary. M

From: Snoddon, Michael AEST:EX
Sent: June 3, 2019 8:11 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: AA replacement

Hi Maura,

Just to let you know that I no longer have s.22 as in fill. She's been reassigned to a new role in the ministry, and will begin her new job this week.

She will be in periodically this week to ensure things don't get backed up.

I'm going to need your help in finding a more semi-permanent solution.

Thanks

Michael Snoddon

Senior Ministerial Assistant to Hon. Melanie Mark
Minister of Advanced Education, Skills & Training
250.818.1035 | michael.snoddon@gov.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Mulloy, Eleanor PREM:EX](#)
Subject: FW: Staff appointment orders this week
Date: June 3, 2019 9:13:03 AM
Attachments: [image001.png](#)

Hi Eleanor, I have sent this to Jackie and Alison but am copying you just in case. Thanks, Maura

From: Parte, Maura PSA:EX
Sent: June 3, 2019 9:12 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Cc: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Staff appointment orders this week

Hello Jackie and Alison,

I am expecting 3 staff order this week, for start dates next week. They should be ready to process on Thursday or Friday for Monday start dates.
Once they are posted I will review and send another note to indicate they are approved to move forward.

Alissa JoAnn Brandt – Senior MA in SDPR
Alix Whitney Morrison – MA in IRR
Nicole Elyse Hansen – AA in EDUC

I don't expect any more order requests this week.

Thank you,
Maura

Maura Parte, Manager, Human Resources

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Page 005 of 275 to/à Page 006 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Grant, Lisa EDUC:EX](#); [Hansen, Nicole E MCF:EX](#)
Cc: [Loubert, Danny PREM:EX](#); [Wade, Debbie PREM:EX](#)
Subject: Introduction
Date: June 3, 2019 9:17:17 AM
Attachments: [image001.png](#)

Hello Lisa and Nicole,

By way of this email I'd like to introduce you to each other.

Nicole: Lisa is the Administrative Coordinator in the Minister of Education's Office. In this role she is your primary work lead and will be training you in your new role.

Lisa: Nicole is starting next Monday, June 10 as the AA in your office. Please note that ^{s.22}
s.22

I will leave it with you to discuss onboarding, start time, etc. Danny Loubert in the PO will send forms next Monday.

An email address can be secured in advance.

Thanks and please let me know if you have any questions.

Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

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Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Cc: [Loubert, Danny PREM:EX](#)
Subject: Summary of Staff Changes for June/July
Date: June 3, 2019 9:26:54 AM
Attachments: [image001.png](#)

June 3, 2019

Theresa Ho to EA in JTT Trade Office (Band 2, \$70,000) – new employee

June 10

Alissa Brandt to Senior MA in SDPR (Band 3, \$96,390) s.22
s.22

Nicole Elyse Hansen to AA in EDUC (Clerk 9, Step 1) s.22
Molly Henry to MA in MAH (Band 2, \$80,000) s.13; s.22
s.13; s.22

June 11

(Alix) Whitney Morrison to MA in IRR (Band 2, \$80,000) s.22
s.22

s.22

s.22

July 2

Paul Breschert to MA in FIN (Band 2, \$80,000) s.22 new position in FIN Office

July 22

Tabitha Bernard to EA in AG (Band 2, \$70,000) s.13; s.22
s.13; s.22

Maura Parte, Manager, Human Resources

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Where ideas work

From: [Russell, Shannon CITZ:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: RE: eLearning and Oath Check
Date: June 3, 2019 10:23:37 AM

Hi Maura, further to the below note, I just wanted to highlight that there is still an alert showing s.13; s.22

Thanks,
Shannon

Shannon Russell
Senior Ministerial Assistant to Jinny Sims
Minister of Citizens' Services
Shannon.Russell@gov.bc.ca / 250-387-9699

From: Parte, Maura PSA:EX
Sent: May 7, 2019 8:48 AM
To: Russell, Shannon CITZ:EX <Shannon.Russell@gov.bc.ca>
Subject: RE: eLearning and Oath Check

Hi Shannon,

s.22

so will follow-up to correct the record.

I will also check on the courses.

Maura

From: Russell, Shannon CITZ:EX
Sent: May 6, 2019 6:24 PM

To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: eLearning and Oath Check

Hi Maura,

I'm checking up on the Oath of Employment for Political Staff (mandatory within 90 days) for^{s.22}
s.13; s.22

s.13; s.22

s.13; s.22 I'm thinking they just haven't been uploaded into the system, but could you please
double check and advise.

s.13; s.22

Thanks Maura.

Shannon

Shannon Russell

Senior Ministerial Assistant to Jinny Sims

Minister of Citizens' Services

Shannon.Russell@gov.bc.ca | 250-387-9699

From: [Parte, Maura PSA:EX](#)
To: [LP Senior Ministerial Assistants](#); [LP Ministerial Assistants](#); [LP Executive Assistants](#); [LP Administrative Coordinators](#); [LP Support Staff](#); [LP Premiers Vancouver Office](#); [LP PREM Directors](#); [LP PO Correspondence Branch](#)
Cc: [Hendry, Jackie PREM:EX](#)
Subject: Upcoming IM117 Session - June 20
Date: June 3, 2019 10:42:04 AM
Attachments: [image001.png](#)

To: All Premier's Office and Ministers' Office Staff

Thank you to all you were able to attend an IM117 session in the past couple of weeks.

We have another session scheduled in Victoria coming up, please plan on attending as this will be the last face to face session scheduled and it is mandatory for all staff to complete by July 15, 2019.

Wednesday, June 12

10:00AM-11:30AM

s.15 Legislature

A calendar invitation will be sent to all staff shortly – please decline or ignore if you have recently taken the revised course.

There is a webinar session offered to staff working outside of Victoria, a calendar invitation has already been sent for that.

Please share this with anyone in your office we may have missed.

Thank you,
Maura

Maura Parte, Manager, Human Resources

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From: Parte, Maura PSA:EX
To: LP Administrative Coordinators; LP Executive Assistants; LP Senior Ministerial Assistants; LP Support Staff; LP PO Correspondence Branch; LP PO Executive Office; LP Premiers Vancouver Office
Subject: Information Management IM117 Training Session (revised)

Please bring your Employee ID number. You need it to complete the attestation form and cannot receive credit if the form is not completed.

From: [Parte, Maura PSA:EX](#)
To: [LP Ministerial Assistants](#)
Subject: FW: Information Management IM117 Training Session (revised)
Date: June 3, 2019 10:46:23 AM
Attachments: [Information Management IM117 Training Session \(revised\) .ics](#)

From: [Parte, Maura PSA:EX](#)
To: [Loubert, Danny PREM:EX](#)
Subject: FW:s.22
Date: June 3, 2019 10:54:41 AM
Attachments: s.22

From: Hockin, Amber PREM:EX
Sent: May 3, 2019 9:39 AM
To: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>; Parte, Maura PSA:EX
<Maura.Parte@gov.bc.ca>
Subject: Fwd: s.22

For an interview please.

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

s.22

From: [Parte, Maura PSA:EX](#)
To: [Roe, Sandra EMBC:EX](#)
Subject: Reference
Date: June 3, 2019 2:23:11 PM
Attachments: [image001.png](#)

Hello Sandra, would you have time to talk to me today about a job reference for a former employee here at the Agency?
Thank you

Maura Parte, Manager, Human Resources

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810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](#) | Cell: [250.213.6377](#)



Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: FW: Offer Letter
Date: June 3, 2019 2:23:42 PM
Attachments: [Signed Offer Letter.pdf](#)

Signed offer letter for s.22

From: Parte, Maura PSA:EX
To: Phillips, Dawn-Lynn PSA:EX
Subject: FW: Offer Letter
Date: June 3, 2019 2:24:14 PM
Attachments: s.22

Signed offer letter for s.22

Page 018 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: FW: Offer Letter re: Appointment as Executive Assistant
Date: June 3, 2019 4:26:20 PM
Attachments: [20190516 Signed Job Offer BC Govt Executive Assistant.pdf](#)

Offer letter for s.22 attached. Thx

From: Parte, Maura PSA:EX
Sent: May 17, 2019 8:52 AM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: FW: Offer Letter re: Appointment as Executive Assistant

Good morning Dawn-Lynn, new employee s.22 as an EA.
s.22
s.22 Thank you, Maura

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Accepted:s.22

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: RE: Offer Letter
Date: June 3, 2019 4:33:19 PM

It is June 10, s.22

thanks

From: Phillips, Dawn-Lynn PSA:EX
Sent: June 3, 2019 4:33 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Offer Letter

s.13

s.13

Sorry for any confusion. Thank you.....dl

From: Parte, Maura PSA:EX
Sent: June 3, 2019 4:28 PM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: RE: Offer Letter

s.13; s.22

From: Phillips, Dawn-Lynn PSA:EX
Sent: June 3, 2019 4:28 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Offer Letter

s.22

From: Parte, Maura PSA:EX
Sent: June 3, 2019 4:27 PM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: RE: Offer Letter

s.13; s.22

From: Phillips, Dawn-Lynn PSA:EX
Sent: June 3, 2019 4:26 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: RE: Offer Letter

No worries – I did not see the OIC today, have you seen it? Thank you.....dl

From: Parte, Maura PSA:EX

Sent: June 3, 2019 4:25 PM

To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Subject: RE: Offer Letter

I always ask for both now! Have asked her to send again. M

From: Phillips, Dawn-Lynn PSA:EX

Sent: June 3, 2019 3:53 PM

To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: RE: Offer Letter

Hi Maura – this is just the signature page. Thank you.....dl

From: Parte, Maura PSA:EX

Sent: June 3, 2019 2:24 PM

To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Subject: FW: Offer Letter

Signed offer letter for P^{s.22}

From: [Parte, Maura PSA:EX](#)
To: [Sterloff, Trish PSA:EX](#)
Subject: Reference
Date: June 3, 2019 4:38:35 PM
Attachments: [image001.png](#)

Hi Trish, thanks again for your time. I will be back in the Agency office tomorrow afternoon if the morning doesn't work for you, I appreciate your schedule is very full.
Thanks and have a good evening, Maura

Maura Parte, Manager, Human Resources

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Where ideas work

Page 024 of 275 to/à Page 026 of 275

Withheld pursuant to/removed as

s.22

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted: Planning Session

Page 028 of 275 to/à Page 029 of 275

Withheld pursuant to/removed as

s.22

Page 031 of 275 to/à Page 032 of 275

Withheld pursuant to/removed as

s.22

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: s.22 Extension?
Date: June 4, 2019 9:14:06 AM

Hi Maura – just a reminder that there is a Termination / Job Ends/End of Recall Limit row in PeopleSoft for s.22

s.22 Do you know if this date will stand or will you be extending her or moving her to another position?

Thank you.....dl

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



Where ideas work

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted s.22

Page 035 of 275

Withheld pursuant to/removed as

s.13 ; s.22

From: Parte, Maura PSA:EX
To: Weltz, Angela D PSA:EX; Gadsby, Sean C PSA:EX
Subject: Standards of Conduct Review

From: [Parte, Maura PSA:EX](#)
To: [Gunn, Paula MCF:EX](#); [Viaud, Chantille MCF:EX](#)
Subject: Staffing

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted:s.22

From: Parte, Maura PSA:EX
To: Sam, Anne-Marie IRR:EX
Subject: Mtg with Maura

Hi Anne-Marie, Friday was the earliest I could make it work for both our schedules. Please propose another time if this doesn't work. Thank you,
Maura

Page 040 of 275 to/à Page 041 of 275

Withheld pursuant to/removed as

s.13 ; s.22

From: [Parte, Maura PSA:EX](#)
To: [Slavin, Shawn PSA:EX](#)
Subject: Learning Resources
Date: June 4, 2019 12:50:26 PM
Attachments: [Folder+-+HBR+readings-20190603.zip](#)

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: s.22
Date: June 4, 2019 2:20:59 PM
Attachments: s.22

Hello Amber, please see attached letter.
I am available to discuss when you have a moment.
Thank you

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

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Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Follow-up
Date: June 4, 2019 3:28:36 PM

Hi Amber,

From today's meeting I have the following:

Staff Training

Supervisor Essentials – MP to work with Learning Centre on tailored course delivery for August 19-23

Leadership Engagement Series for Senior MAs, EAs, PO Directors (?) – July and September dates

- Possible dates during week of July 15-19 tbc (AH to check on dates with GM and staff)
- Draft agenda includes:
 - Look Ahead with Chief of Staff, Deputy Chief of Staff, Q and A (min 1 hour)
 - Check in Panels – rotating 2 person panels, 5-7 mins with panelist ½ hour Q and A
 - Public Engagement Strategies with Karen Cooling and Craig Ashbourne
 - Building Effective Relationships with Will Beale and Melissa Sanderson
 - Indigenous Relations with Anne-Marie Sam and Don Bain
 - Communications Strategies (tbd with S Aaron and T Howlett)

De-Brief on performance evaluation process – to be scheduled in July

Q – Should we include a survey component (one pager)?

Other suggestions for future forums:

- Lessons learned from AB, MB, ON
- Indigenous Reconciliation in-depth briefing for September

Please let me know if I have missed anything.

Thanks,
Maura

From: [Parte, Maura PSA:EX](#)
To: [Allen, Jackie PREM:EX](#)
Subject: Re: Staff appointment orders this week
Date: June 5, 2019 8:35:55 AM
Attachments: [image001.png](#)

Hi Jackie, the orders can proceed today.
Thank you,
Maura

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 5, 2019, at 8:17 AM, Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca> wrote:

Hi Maura,

I put the OICs on the SharePoint yesterday for Monday start date. Do you want them done any earlier? Michelle at Cab Ops said she could have them released as early as Thursday morning if you wish. Let me know!

Thank you,
Jackie

From: Parte, Maura PSA:EX
Sent: Monday, June 3, 2019 9:12 AM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>; Wensink, Alison PREM:EX <Alison.Wensink@gov.bc.ca>
Cc: Canitz, Shelley L PREM:EX <Shelley.Canitz@gov.bc.ca>
Subject: Staff appointment orders this week

Hello Jackie and Alison,

I am expecting ^{s.1}staff order this week, for start dates next week. They should be ready to process on Thursday or Friday for Monday start dates.
Once they are posted I will review and send another note to indicate they are approved to move forward.

s.22

I don't expect any more order requests this week.

Thank you,
Maura

Maura Parte, Manager, Human Resources

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<image001.png>

From: Parte, Maura PSA:EX
To: s.22 - Gunn, Paula MCF:EX; Viaud, Chantille MCF:EX
Subject: Staffing

From: [Parte, Maura PSA:EX](#)
To: [Sterloff, Trish PSA:EX](#)
Subject: Re: Any news?
Date: June 5, 2019 11:49:44 AM

Can I call you?

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 5, 2019, at 11:15 AM, Sterloff, Trish PSA:EX <Trish.Sterloff@gov.bc.ca> wrote:

Hi there – I am just working on some timing on my end...any news on your competition by any chance?

From: [Parte, Maura PSA:EX](#)
To: [Ranjan, Ramesh TAC:EX](#)
Subject: BIPOC
Date: June 5, 2019 1:17:18 PM

Hi Ramesh, can you pls call me when you can. Thank you

Maura Parte
BC Public Service Agency
250-213-6377

From: [Parte, Maura PSA:EX](#)
To: s.22 - [Renneberg, Tim FLNR:EX](#)
Subject: Re: Employee Performance Reviews
Date: June 5, 2019 2:07:23 PM
Attachments: [image001.png](#)

Yes

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 5, 2019, at 1:51 PM, Renneberg, Tim FLNR:EX <Tim.Renneberg@gov.bc.ca> wrote:

Hi Maura,

Just to be clear, we are asked to do performance reviews of our AA and AC as well as the MA and EA?

Tim Renneberg
Ministerial Assistant
Minister of Forests, Lands, Natural Resource Operations and Rural Development
250-387-6240
tim.renneberg@gov.bc.ca

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From: Parte, Maura PSA:EX
Sent: Friday, May 31, 2019 12:54 PM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: Employee Performance Reviews

To: Senior Ministerial Assistants

As we are approaching the deadline for completing employee performance reviews I am re-sending the package for ease of use.

I hope that most of you have now had the opportunity to have your own review with Amber so you have a model to follow.

Thank you for the reviews already sent in. If you have completed reviews please send them in as soon as possible so we can get a sense of how things are progressing.

To summarize, this is what is expected for the review process:

- All employee evaluations will be completed by June 15, 2019
- First priority is employees who are still in the probationary period with assessments happening at 3 months and then at 5-6 months
- As you complete reviews please email to Amber Hockin and Maura Parte
- Your feedback is most welcome – this is our first time using this process and these documents so we are interesting in making improvements

Attached are the following documents:

- CHECKLIST – Employee Performance Review – please read carefully before starting
- Probationary Assessment Guide
- Employee Self-Assessment Guide
- Minister Input Guide
- Employee Input Guide
- Employee Performance Review Guide Senior MA
- Employee Performance Review Guide MA/EA
- Employee Performance Review Guide AC
- Employee Performance Review Guide AA
- 5 MO Job Profiles

Does the Minister have to fill out the input form for all MO employees?

The short answer is no, it is only required for the Senior MA. If you think it would be helpful for your review of an employee's performance to solicit their input and they are keen to do so, then yes.

It is not required though for positions other than the Senior MA role.

When would I used the *Employee Input Form*?

Primarily for when you review the performance of the Administrative Assistant. The Senior MA supervises the AA but your Administrative Coordinator leads their work on a daily basis so they should be engaged in the review process.

How will personal privacy be protected?

Employee performance reviews are part of your confidential employee file and we take the protection of your personal privacy seriously. The documents will only be accessed by the Chief of Staff, Deputy Chief of Staff and HR Manager and won't be shared beyond that.

If you have any other questions I have time in my schedule next week, please send me a calendar invitation if you'd like to review anything.

Thanks all,
Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | V8W 9V1

Office: 778-698-9278 | Cell: 250.213.6377

<image001.png>

From: [Parte, Maura PSA:EX](#)
To: [Trudeau, Sylvia SDPR:EX](#)
Subject: Re: Employee Transfer
Date: June 5, 2019 2:28:57 PM

Yes thank you pls call me cell s.17

Maura Parte
BC Public Service Agency
250-213-6377

> On Jun 5, 2019, at 2:27 PM, Trudeau, Sylvia SDPR:EX <Sylvia.Trudeau@gov.bc.ca> wrote:

>

> Is now a good time to chat Maura.

>

> -----Original Message-----

> From: Parte, Maura PSA:EX

> Sent: June 5, 2019 2:24 PM

> To: Trudeau, Sylvia SDPR:EX <Sylvia.Trudeau@gov.bc.ca>

> Subject: Employee Transfer

>

> Hi Sylvia,

>

> I am the HR lead for the Office of the Premier. I'm getting in touch about employee s.22

s.22 I understand you require an updated performance review to facilitate the offer of employment. I'd like to get a better sense of what's required - could you please call me when you have a moment?

>

> Thank you,

> Maura

>

> Maura Parte

> BC Public Service Agency

> 250-213-6377

>

From: Parte, Maura PSA:EX
To: s.22 - Hockin, Amber PREM:EX
Subject: Accepted: s.22

From: [Parte, Maura PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: DRAFT Questions May 2019 EA MA.docx
Date: June 5, 2019 3:15:04 PM
Attachments: [DRAFT Questions May 2019 EA MA.docx](#)
[ATT00001.txt](#)

From: [Parte, Maura PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: DRAFT Questions May 2019 SENIOR MA .docx
Date: June 5, 2019 3:15:34 PM
Attachments: [DRAFT Questions May 2019 SENIOR MA .docx](#)
[ATT00001.txt](#)

From: Parte, Maura PSA:EX
To: s.22 - MacDonald, Alex LBR:EX
Subject: Meeting
Date: June 5, 2019 3:16:51 PM

Hi Alex, I need to follow up with your re: s.22 . Do you have time Friday? Thanks

Maura Parte
BC Public Service Agency
250-213-6377

From: [Wade, Debbie PREM:EX](#) on behalf of [Hockin, Amber PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Phone Call **s.22**
Attachments: [Job Profile Ministerial Assistant Feb 2019.docx](#)
[Job Profile Executive Assistant Feb 2019.docx](#)
s.22

Confirmed with **s.22** May 28th – JD

11:30 PST / 12:30 MT

From: Parte, Maura PSA:EX
To: s.22 - Hockin, Amber PREM:EX
Subject: Draft review
Date: June 5, 2019 5:06:33 PM

Re: s.22

I am writing to confirm that ^{s.22} has recently completed an employee performance review and to share key findings from that review.

s.13; s.22

From: [Hockin, Amber PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Scan From <Device Name>**s.22**
Date: June 5, 2019 5:22:34 PM
Attachments: [Scan_20190605.pdf](#)

s.13; s.22

s.13; s.22

Let's

please check in tomorrow thanks

From:^{s.15} [\[mailto:Amber.Hockin@gov.bc.ca\]](mailto:Amber.Hockin@gov.bc.ca)
Sent: June 5, 2019 5:19 PM
To: Hockin, Amber PREM:EX
Subject: Scan From <Device Name>

From: [Parte, Maura PSA:EX](#)
To: [Kingston, Charlotte PREM:EX](#)
Subject: Re: IM117 training for VCO
Date: June 5, 2019 5:26:24 PM

Hi Charlotte,

I see from my calendar that you have accepted the invitation to attend the webinar based IM117 session on June 20 at 2pm. If my calendar is showing this incorrectly please let me know and I will send the invitation again.

Maura

From: Kingston, Charlotte PREM:EX
Sent: June-05-19 4:40 PM
To: Parte, Maura PSA:EX
Subject: IM117 training for VCO

Hi Maura,

Can you please clarify when VCO staff are meant to take the records management training? The last several Vancouver sessions have been cancelled and I haven't seen a new one yet.

Charlotte Kingston,
Manager of Stakeholder Relations
Office of the Premier
Mobile: 604-816-7207

From: Parte, Maura PSA:EX
To: s.22 - Hockin, Amber PREM:EX
Subject: Draft 2
Date: June 5, 2019 6:42:32 PM

Re: s.22

I am writing to confirm that s.22 is an employee
performance review and to share key findings from that review.

s.13; s.22

Page 063 of 275

Withheld pursuant to/removed as

s.13 ; s.22

From: [Hockin, Amber PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Cc: [Wade, Debbie PREM:EX](#); [Dunnett, Jennifer TAC:EX](#)
Subject: Re: More Staff Changes
Date: June 5, 2019 6:55:45 PM

Thanks Maura. We need to add in the Jen Holmwood is now acting as Press Secretary to the Premier replacing^{s.22}

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Jun 5, 2019, at 6:46 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Amber, below is a draft for your approval before it is sent out.

s.13; s.22

Page 065 of 275

Withheld pursuant to/removed as

s.13 ; s.22

From: Parte, Maura PSA:EX
To: s.22
Subject: Keep Your Company's Toxic Culture from Infecting Your Team
Date: June 5, 2019 7:11:28 PM

<https://hbr.org/2019/04/keep-your-companys-toxic-culture-from-infecting-your-team>

Maura Parte
BC Public Service Agency
250-213-6377

From: [Parte, Maura PSA:EX](#)
To: [s.22](#) - [Hockin, Amber PREM:EX](#)
Subject: Re: Draft 3 - minor change to last sentence
Date: June 5, 2019 7:50:20 PM

Sure I'll do that tonight s.22

I'm at a training course from 8:30-12:30 tomorrow so won't be able to check email much so will have it nailed down by then.

Thank you

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 5, 2019, at 6:56 PM, Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca> wrote:

Excellent thanks! Shall we see if s.22 is okay with this?

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Jun 5, 2019, at 6:48 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

s.22

Page 068 of 275 to/à Page 070 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Sterloff, Trish PSA:EX](#)
Subject: Re: Checking in
Date: June 6, 2019 8:34:15 AM

Hi Trish, I've spoken with s.22 I am in a course until
12:30 and then will be in the office to finalize the offer letter. I'll be in touch then.
Thank you

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 6, 2019, at 8:13 AM, Sterloff, Trish PSA:EX <Trish.Sterloff@gov.bc.ca> wrote:

Hi there – I have a meeting this am and was wondering if you had time to follow up with any of your candidates on the competition that you were running? Just want to know if she will know anything one way or another.

Let me know if you can.

Thanks!

Trish

From: Dunnett, Jennifer PREM:EX on behalf of Hockin, Amber PREM:EX
To: Parte, Maura PSA:EX
Subject: Canceled:s.22
Attachments: s.22
Importance: High

Confirmed with s.22 June 3rd DW

From: [Hockin, Amber PREM:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: s.22
Date: June 6, 2019 11:29:00 AM

s.13; s.22

s.13; s.22

Thanks, Amber

Amber Hockin, Deputy Chief of Staff

Office of the Premier

Cell: 778-584-0867

Email: amber.hockin@gov.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: Re: Time tomorrow
Date: June 6, 2019 1:28:04 PM

Yes

Maura Parte
BC Public Service Agency
250-213-6377

> On Jun 6, 2019, at 12:48 PM, Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca> wrote:
>
> Hi Maura - do you have 30 minutes to meet at 0900 tomorrow?
>
> I am at the Region to Region in PG today but just wanted to ensure we captured all moves/departures from 26MAY to 10JUN.
>
> Thank you.....dl
>
> Sent from my iPhone

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: Check in

.....
Join Skype Meeting [s.15](#); [s.17](#)
[s.15](#); [s.17](#)

From: [Parte, Maura PSA:EX](#)
To: [MacDonald, Alex MMHA:EX](#)
Subject: Check in

.....
Join Skype Meeting [s.15](#); [s.17](#)
[s.15](#); [s.17](#)

From: [Parte, Maura PSA:EX](#)
To: [Normand, Nicole AG:EX](#)
Subject: RE: Templates
Date: June 6, 2019 2:58:14 PM

Thank you very much

From: Normand, Nicole AG:EX
Sent: June 5, 2019 12:36 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Templates

Hi Maura,

As discussed, attached are several of the templates I use. I have added notes to each template with some background information and how they are used.

Please let me know if you'd like additional information or more specific information in general for the AC role.

Thanks so much.

Nicole

Nicole Normand
Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)

From: [Parte, Maura PSA:EX](#)
To: [Nelson, Shirley D PSA:EX](#)
Subject: FW: Templates
Date: June 6, 2019 2:59:28 PM
Attachments: [Meeting Request Template.docx](#)
[Ministry Meeting Request Template.docx](#)
[Questions for SN to organizer.docx](#)
[SN - request form.docx](#)

Please see attached templates for inclusion in the Office Management Handbook. Thank you

From: Normand, Nicole AG:EX
Sent: June 5, 2019 12:36 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Templates

Hi Maura,

As discussed, attached are several of the templates I use. I have added notes to each template with some background information and how they are used.

Please let me know if you'd like additional information or more specific information in general for the AC role.

Thanks so much.

Nicole

Nicole Normand
Administrative Coordinator to the Honourable David Eby, QC
Attorney General and Minister responsible for Liquor, Gaming, and ICBC
Phone: (250-387-1866)

From: [Parte, Maura PSA:EX](#)
To: [Grant, Lisa EDUC:EX](#); [Harrison, Veronica EDUC:EX](#)
Subject: N Hansen OIC is through
Date: June 6, 2019 3:38:53 PM
Attachments: [288-2019.pdf](#)

From: [Parte, Maura PSA:EX](#)
To: [Squance, Leah SDPR:EX](#); [Hockin, Amber PREM:EX](#)
Subject: A Brandt OIC is through
Date: June 6, 2019 3:39:31 PM
Attachments: [289-2019.pdf](#)

From: [Parte, Maura PSA:EX](#)
To: [Sam, Anne-Marie IRR:EX](#); [Hockin, Amber PREM:EX](#)
Subject: W Morrison OIC is through
Date: June 6, 2019 3:40:03 PM
Attachments: [290-2019.pdf](#)

From: Parte, Maura PSA:EX
To: Sam, Anne-Marie IRR:EX
Subject: Mtg with Maura

Performance review process and **S.22** onboarding

From: Hockin, Amber PREM:EX
To: LP Premiers Vancouver Office; LP PREM Directors; LP PO Executive Office; LP Senior Ministerial Assistants; LP Ministerial Assistants; LP Executive Assistants; LP PO Deputy Minister; Moran, Roseanne LASS:EX; Vasilev, Susan LASS:EX
Subject: Staff Announcements
Date: June 6, 2019 3:44:39 PM

To: All Staff

Effective this week in the Premier's Office we are pleased to announce that Deputy Communications Director Jen Holmwood has assumed the duties of the Press Secretary to the Premier.

Press Secretary^{s.22} and
we wish her the very best.

Starting Monday, Alissa Brandt is the Senior Ministerial Assistant in the Social Development and Poverty Reduction Office.^{s.22}

^{s.22}

On Tuesday, Whitney Morrison is joining the Office of the Minister of Indigenous Relations and Reconciliation as a Ministerial Assistant.^{s.22}

^{s.22}

^{s.22}

Please join us in welcoming Alissa and Whitney and sending best wishes to ^{s.22}

Amber and Geoff

From: Sam, Anne-Marie IRR:EX
To: Parte, Maura PSA:EX
Subject: Accepted: Mtg with Maura

From: Parte, Maura PSA:EX
To: Sam, Anne-Marie IRR:EX; Roberts, Connie A IRR:EX; Parmar, Ravi CITZ:EX; Thomson, Krystal JTT:EX; Wolfe, Seamus AEST:EX; Machell, Aileen TRAN:EX; Hagglund, Jarrett PREM:EX; Girn, Naveen PREM:EX; Cuddy, Andrew EMPR:EX; Craik, Jason AGRI:EX; Pinette, Celia AG:EX
Cc: LP Administrative Coordinators; Hontiveros, Jenelyn LBR:EX; White, Christine MAH:EX; Liu, Ange FIN:EX; Hunt, Charlotte PSSG:EX; Hembree, Sara PSSG:EX
Subject: FW: Oath of Employment for Political Staff
Attachments: A.1.B Standards of Conduct Political Staff.pdf

FYI for **s.22** next week

-----Original Appointment-----

From: Parte, Maura PSA:EX

Sent: May 30, 2019 11:44 AM

To: Parte, Maura PSA:EX; Parmar, Ravi CITZ:EX; Thomson, Krystal JTT:EX; Wolfe, Seamus AEST:EX; Machell, Aileen TRAN:EX; Hagglund, Jarrett PREM:EX; Girn, Naveen PREM:EX; Cuddy, Andrew EMPR:EX; Craik, Jason AGRI:EX; Pinette, Celia AG:EX

Cc: LP Administrative Coordinators; Hontiveros, Jenelyn LBR:EX; White, Christine MAH:EX; Liu, Ange FIN:EX; Hunt, Charlotte PSSG:EX; Hembree, Sara PSSG:EX

Subject: Oath of Employment for Political Staff

When: June 13, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where **s.15** Legislature

Please bring government issued ID – your Leg security card is not government issued.

Please familiarize yourself with the Standards of Conduct for Political Staff prior to taking the Oath, they are attached.

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Accepted: Maura Parte

From: [Parte, Maura PSA:EX](#)
To: [MacDonald, Alex MMHA:EX](#)
Subject: Check in

.....
Join Skype Meeting[s.15](#); [s.17](#)
[s.15](#); [s.17](#)

From: [Parte, Maura PSA:EX](#)
To: [Motz, Shelley PSA:EX](#)
Subject: RE: EOI Manager, Online Strategies & Business Design
Date: June 7, 2019 12:54:01 PM
Attachments: [image001.png](#)
[image002.png](#)

s.22

From: Motz, Shelley PSA:EX
Sent: June 7, 2019 9:41 AM
To: BCPSA Agency All Agency Staff <PSAAS@Victoria1.gov.bc.ca>
Subject: EOI Manager, Online Strategies & Business Design

Expression of Interest
Manager, Online Strategy & Business Design

Classification: Band 3

Salary: \$76,200.06 to \$105,700.02 annually

Job Type: Permanent/Full Time

An eligibility list may be established

Locations: Victoria, Vancouver, Nanaimo, Kamloops, Nelson and Prince George

Job Overview:

The BC Public Service Agency is committed to enhancing HR services to BC Public Service employees and to prospective employees. The Service Delivery & Technology Integration Branch designs and delivers customer-focused, end-to-end HR services through the MyHR website, Customer Relationship Management (CRM) system, Contact Centre, and HR & Payroll operations.

Reporting to the Executive Director, Service Delivery and Technology Integration, the Manager, Business Design and Online Strategy is responsible for ensuring the electronic human resource services provided to the BC Public Service are operational, current, and meet the needs of stakeholders. This position provides expert advice on web accessibility, plain language, content strategy, information architecture and e-governance. In addition, this position collaborates extensively with key stakeholders; chairs monthly meetings of the MyHR Governance Group and the CRM Technical Governance Group; and represents the agency on the cross-government Internet Advisory Council.

This position may require occasional overnight travel.

JOB REQUIREMENTS

- Bachelor's degree or diploma or equivalent in a related discipline (i.e., commerce, business administration, public administration, information systems, communications, service design);

- Experience providing business analysis on system or business enhancement initiatives;
- Experience leading projects;
- Strong written, oral and online communication skills, including knowledge of online content development lifecycle;
- Strong research and analytical skills;
- Strong organization skills;
- Knowledge of change management processes and project management methodologies;
- Knowledge of application design and development life cycle.

SPECIAL REQUIREMENTS

- Preference may be given to those who have experience managing a website or web-based service.
- Some travel may be required to attend training and/or participate on committees/special projects.
- Successful applicants will be required to pass a Criminal Records Check.

Application Requirements:

Resume: YES - Ensure your resume includes your educational accomplishments, employment history including start and end dates (month and year) of your employment, and any relevant information that relates to the job to which you are applying.

Questionnaire: No

Application Deadline:

Friday, June 14, 2019 at 9:00 am

Application Instructions:

Please email your resume and questionnaire document to Shelley.Motz@gov.bc.ca by the noted deadline.

Please note this Expression of Interest is open to employees of the BC Public Service Agency only.

Shelley Motz, A/Executive Director
 Service Delivery & Technology Integration Branch
 Hiring and Service Operations | BC Public Service Agency
 810 Blanshard Street | Victoria, BC | V8W 2H2 | 778-698-7997
www.gov.bc.ca/myhr/contact | 250. 952.6000 | Toll Free 1.877.277.0772

From: [Parte, Maura PSA:EX](#)
To: [Throp, Elizabeth CITZ:EX](#)
Subject: RE: Ministerial Training forms for PCT
Date: June 7, 2019 1:02:17 PM

Hi Elizabeth,

Nice to meet you and welcome.

It would be a relief for me if you could take that on. I don't have direct access to the system so would be making a request of another division here at the PSA to access employee numbers.

If you are tracking participation I would be happy to review the list and encourage staff who haven't yet completed the revised course to sign up for the June 12 or June 20 session.
And of course I will remind them to bring their Employee ID.

Thank you,
Maura

From: Throp, Elizabeth CITZ:EX
Sent: June 7, 2019 9:13 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Ministerial Training forms for PCT

Hi Maura,

I am the new Training Administrator for PCT and I have now been trained on how to enter in the Ministerial training forms and submit to PSA. On a couple of the forms, the employees forgot to fill out their employee number. In the past, I believe that Rhianna would email you asking for those employee ID's. I have access to the system and am able to look up those employee ID numbers and was wondering if you would be comfortable with me looking them up instead of asking you to? Let me know what you think.

Thanks!
Elizabeth

Elizabeth Throp | Training Administrator
[Privacy, Compliance and Training Branch \(PCT\)](#)
Corporate Information & Records Management Office (CIRMO) | Ministry of Citizens' Services
Ph: (250) 356-6560 | Email: privacy.help@gov.bc.ca

Page 092 of 275

Withheld pursuant to/removed as

s.22

From: Parte, Maura PSA:EX
To: Vasilev, Susan LASS:EX
Subject: RE: 2017 Ministry responsibilities
Date: June 7, 2019 1:35:21 PM

Sure I am at my desk, thanks

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

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: June 7, 2019 1:20 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: 2017 Ministry responsibilities

Thanks that is great, can I give you a quick call?

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

From: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Sent: Friday, June 7, 2019 12:58 PM
To: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Subject: RE: 2017 Ministry responsibilities

Hi Susan, this summary list is prepared when a new government/cabinet is formed or when there is a change in cabinet minsters/portfolios so I believe it is up to date. It is not a document that is kept current but a list of ministries with responsibilities can be found here: <https://www2.gov.bc.ca/gov/content/governments/organizational-structure/ministries-organizations?keyword=ministries>

To my knowledge the only change made since July 2017 has been the addition of the Gender Equity Secretariat and Parliamentary Secretary for Gender Equity in the Ministry of Finance.

M

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

From: Vasilev, Susan <Susan.Vasilev@leg.bc.ca>
Sent: June 6, 2019 9:22 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: 2017 Ministry responsibilities

Hi Maura - I scanned this from the binder - has it changed in the last two years?

If so, is there an updated one I can get? Roseanne is asking.

Susan

From: [Parte, Maura PSA:EX](#)
To: [Ho, Theresa JTT:EX](#)
Subject: RE: INFORMATION MANAGEMENT IM117 TRAINING
Date: June 7, 2019 2:18:08 PM

Hi Theresa, I will forward the invitation to you. M

From: Ho, Theresa JTT:EX
Sent: June 7, 2019 2:10 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: INFORMATION MANAGEMENT IM117 TRAINING

Hi Maura,

Sorry to bother you.

Could you please tell me where to sign up for the webinar session?

Thank you.
Theresa

Theresa Ho

Executive Assistant to the Honourable George Chow, Minister of State for Trade

Ministry of Jobs, Trade and Technology
Theresa.Ho@gov.bc.ca | Cell: 778-988-7002

From: Parte, Maura PSA:EX
Sent: June 4, 2019 12:02 PM
To: Ho, Theresa JTT:EX <Theresa.Ho@gov.bc.ca>
Subject: RE: INFORMATION MANAGEMENT IM117 TRAINING

Thanks for letting me know Theresa. Please make sure to sign up for the webinar session. Cheers

-----Original Appointment-----

From: Ho, Theresa JTT:EX
Sent: June 4, 2019 11:35 AM
To: Parte, Maura PSA:EX
Subject: Accepted: INFORMATION MANAGEMENT IM117 TRAINING
When: June 20, 2019 2:00 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Skype Meeting

Dear Maura,

I am sorry for my delay in responding. I got the tablet and access to my email yesterday.
Unfortunately, I won't be able to attend next Wednesday's training in person as I have to accompany

Minister Chow to Comox for an event. Therefore, I should endeavor to participate at the Skype training session on June 20.

Please let me know if there is any concern.

Thank you.

Theresa Ho

From: [Parte, Maura PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: RE: Staffing for Parliamentary Secretary's
Date: June 7, 2019 3:18:08 PM

Hi Debbie, in that office Angela Liu is assigned to support PS Dean but that wouldn't involve travel and scheduling. We have 7 PS in total and all other offices have the same administrative staff complement but it depends on what type of work Alyssa is doing.
I will call Heidi. Thank you

From: Wade, Debbie PREM:EX
Sent: June 7, 2019 3:13 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Staffing for Parliamentary Secretary's

Hi Maura;

Do you know whose job description would include working with the Parliamentary Secretary's ie; booking trips, calendar, and gathering background material? s.13

s.13
s.13

I think I overheard Amber H talking about looking for an MA specifically for her PS role, but wasn't sure if what process we have in place now. I can ask Amber as well, but thought I would double check with you first. Previously it was the EA's that worked with the LA's to support the PS's.

Would appreciate your thoughts.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Page 097 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Vasilev, Susan LASS:EX](#)
Subject: Employee Exit Documents
Date: June 7, 2019 3:43:48 PM
Attachments: [Records Management for Exiting Employees.pdf](#)
[Copy of employee_exit_checklist_excel_version.xlsx](#)

From: [Hockin, Amber PREM:EX](#)
To: [Parte, Maura PSA:EX](#); [Wade, Debbie PREM:EX](#)
Subject: Fwd: Referred by s.22
Date: June 10, 2019 8:44:52 AM
Attachments: s.22

Could we please set up an interview from VCO (call in) Thursday afternoon or Friday morning? Thanks

Sent from my iPad

s.22

From: [Hockin, Amber PREM:EX](#)
To: [Parte, Maura PSA:EX](#); [Wade, Debbie PREM:EX](#)
Subject: Fwd: MA Roles in BC
Date: June 10, 2019 8:48:29 AM
Attachments: s.22

For an interview this week as well - Thursday or Friday. Thanks

Sent from my iPad

Begin forwarded message:

s.22

From: [Parte, Maura PSA:EX](#)
To: [Guglielmi, Irene Z PSA:EX](#)
Subject: RE: Onboarding process/info
Date: June 10, 2019 11:29:10 AM

Hi Irene, we do have a date set. I will send you the calendar invitation. Thank you for the reminder.
Maura

From: Guglielmi, Irene Z PSA:EX
Sent: June 10, 2019 6:45 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Onboarding process/info

Hi Maura,

I hope this email finds you well. Following up with the meeting we had a few weeks ago about the Oaths at the Legislature for political staff. Were these staff members able to swear/affirm the Oath of Employment?

All the best,
Irene

Irene Guglielmi

Director, Corporate Priorities
Policy, Innovation and Engagement, [BC Public Service Agency](#)
T: 250.216.7038

From: Parte, Maura PSA:EX
Sent: May 22, 2019 10:04 AM
To: Guglielmi, Irene Z PSA:EX <Irene.Guglielmi@gov.bc.ca>
Subject: RE: Onboarding process/info

Great to meet you too, and thanks for this!

From: Guglielmi, Irene Z PSA:EX
Sent: May 21, 2019 8:09 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Onboarding process/info

Hello Maura,

It was great to meet you in person today. Thank you for sharing recommendations for the political and administrative Oath processes. I look forward to working with you in my new role.

As promised, attached are some examples of Onboarding/Orientation checklists for supervisors and new employees that ministries use.

Please let me know if you have any questions.

Best, Irene

Irene Guglielmi

Director, Corporate Priorities

Policy, Innovation and Engagement, BC Public Service Agency

T: 250.216.7038

From: [Parte, Maura PSA:EX](#)
To: [Moran, Roseanne LASS:EX](#)
Subject: RE: Can we chat this morning?
Date: June 10, 2019 11:30:14 AM

Hi Roseanne, I am at my desk now until 1pm. 778-698-9278. Cheers

From: Moran, Roseanne <Roseanne.Moran@leg.bc.ca>
Sent: June 10, 2019 8:56 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Can we chat this morning?

I have a couple of pieces I need to check in on with you. I am good most of the morning.

Roseanne Moran | Executive Director | New Democrat BC Government Caucus
T: 250.953.4645 E: roseanne.moran@leg.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Lund, Rose SDPR:EX](#)
Subject: RE: New Sr. MA: Alissa Brandt
Date: June 10, 2019 11:30:45 AM

Yes Rose we are aware. Onboarding information will come today. Thanks

From: Lund, Rose SDPR:EX
Sent: June 10, 2019 9:00 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: New Sr. MA: Alissa Brandt

Morning Maura,

Today Alissa Brandt, our new senior M.A. starts. We will be needing to set her up with an IDIR.

Warm Regards,

Rose Lund
Administrative Assistant to the
Honourable Shane Simpson,
Minister of Social Development and Poverty Reduction
Phone: (250) 419-8997 Fax: (250) 356-7292

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted: Maura Parte

From: [Parte, Maura PSA:EX](#)
To: [Price, Jeff L PSA:EX](#)
Subject: RE: Supervisor Essentials Course
Date: June 10, 2019 11:39:45 AM
Attachments: [image001.png](#)

Hi Jeff, thanks for getting in touch. 3:15 today works well for me. Should we arrange a call?
I've also realized you are the instructor from the ethics course last week, I really enjoyed the course.
Thank you, Maura

From: Price, Jeff L PSA:EX
Sent: June 10, 2019 8:16 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Supervisor Essentials Course

Good morning Maura. I had a chance to speak with our ED Steve and am ready to start the organizing for this. Can we have a chat soon to discuss the SE for MA's late August or early Sept?

Best times for me are:
3:15-4:00 today
10-10:45 Tuesday

Look forward to helping.

Jeff Price – A/Manager Training Delivery & Key Streams
The Learning Centre | Talent Management Division | BC Public Service Agency
716 Courtney Street | Victoria, BC | V8W 1C2 | 778 698 4469 w. | 250 588 3114 cel.
[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772

[Click Here for Tips on Using the Learning System](#)



Where ideas work

From: Bachop, Steve PSA:EX
Sent: June 4, 2019 4:51 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Price, Jeff L PSA:EX <Jeff.Price@gov.bc.ca>
Subject: Re: Supervisor Essentials Course

Hi Maura - thanks for reaching out. I'll have Jeff take a look at our corporate delivery commitments for that time frame and we'll do what we can to accommodate. Should be able to confirm something in the next week or so.

Jeff let's connect later this week when you're back in - maybe Friday afternoon?

SB

Sent from my iPhone

On Jun 4, 2019, at 1:29 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hi Steve,

I hope this note finds you keeping well.

We are interested in setting up a version of the Supervisor Essentials course for Senior Ministerial Assistants in Ministers' Offices.

We are seeking a stand alone session for this employee group and appreciate there will be a cost for delivery.

Is there someone you can propose I work with on this? We are seeking dates in late August/early September.

Thank you,
Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)

<image001.png>

From: Parte, Maura PSA:EX
To: Guglielmi, Irene Z PSA:EX; Parmar, Ravi CITZ:EX; Thomson, Krystal JTT:EX; Wolfe, Seamus AEST:EX; Machell, Aileen TRAN:EX; Hagglund, Jarrett PREM:EX; Girn, Naveen PREM:EX; Cuddy, Andrew EMPR:EX; Craik, Jason AGRI:EX; Pinette, Celia AG:EX
Cc: LP Administrative Coordinators; Hontiveros, Jenelyn LBR:EX; White, Christine MAH:EX; Liu, Ange FIN:EX; Hunt, Charlotte PSSG:EX; Hembree, Sara PSSG:EX; Sam, Anne-Marie IRR:EX; Roberts, Connie A IRR:EX
Subject: FW: Oath of Employment for Political Staff
Attachments: A.1.B Standards of Conduct Political Staff.pdf

Hi Irene, please see attached details. We will likely need another session in late August if this one doesn't work for your schedule. Thanks, Maura

-----Original Appointment-----

From: Parte, Maura PSA:EX

Sent: May 30, 2019 11:44 AM

To: Parte, Maura PSA:EX; Parmar, Ravi CITZ:EX; Thomson, Krystal JTT:EX; Wolfe, Seamus AEST:EX; Machell, Aileen TRAN:EX; Hagglund, Jarrett PREM:EX; Girn, Naveen PREM:EX; Cuddy, Andrew EMPR:EX; Craik, Jason AGRI:EX; Pinette, Celia AG:EX

Cc: LP Administrative Coordinators; Hontiveros, Jenelyn LBR:EX; White, Christine MAH:EX; Liu, Ange FIN:EX; Hunt, Charlotte PSSG:EX;

Hembree, Sara PSSG:EX; Sam, Anne-Marie IRR:EX; Roberts, Connie A IRR:EX

Subject: Oath of Employment for Political Staff

When: June 13, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).

Where: **S.15** Legislature

Please bring government issued ID – your Leg security card is not government issued.

Please familiarize yourself with the Standards of Conduct for Political Staff prior to taking the Oath, they are attached.

From: Parte, Maura PSA:EX
To: Price, Jeff L PSA:EX
Subject: Accepted: RE: Supervisor Essentials Course - tiny bit later than we planned - hope this is alright?

From: Parte, Maura PSA:EX
To: Spilker, Robyn FIN:EX; Lawson, Liam FIN:EX
Subject: Check in on staffing

Pls suggest another time if this doesn't work, it shouldn't take longer than 5-10 minutes.

From: Parte, Maura PSA:EX
To: Phillips, Dawn-Lynn PSA:EX
Subject: FW: Signed Offer Letter
Date: June 10, 2019 12:22:28 PM
Attachments: s.22

s.13; s.22

Thank you

From: [Parte, Maura PSA:EX](#)
To: [Guglielmi, Irene Z PSA:EX](#)
Subject: RE: Oath of Employment for Political Staff
Date: June 10, 2019 12:52:02 PM

Yes, Shawn is leading this one. We will definitely have another late August/early September.
Did you want to lead the session or have Shawn take that on and observe?
Maura

From: Guglielmi, Irene Z PSA:EX
Sent: June 10, 2019 12:51 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Oath of Employment for Political Staff

Hello Maura,

I will be in Kelowna June 12-13 facilitating the Welcome to the BC Public Service session. Is Shawn Slavin and/or Angela Weltz able to assist you this week? I will be back ^{s.22} the 3 week of August and available to assist you at the Legislature.

Best, Irene

-----Original Appointment-----

From: Parte, Maura PSA:EX
Sent: June 10, 2019 11:41 AM
To: Guglielmi, Irene Z PSA:EX
Subject: FW: Oath of Employment for Political Staff
When: June 13, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).
Where: ^{s.15} Legislature

Hi Irene, please see attached details. We will likely need another session in late August if this one doesn't work for your schedule. Thanks, Maura

-----Original Appointment-----

From: Parte, Maura PSA:EX
Sent: May 30, 2019 11:44 AM
To: Parte, Maura PSA:EX; Parmar, Ravi CITZ:EX; Thomson, Krystal JTT:EX; Wolfe, Seamus AEST:EX; Machell, Aileen TRAN:EX; Hagglund, Jarrett PREM:EX; Girn, Naveen PREM:EX; Cuddy, Andrew EMPR:EX; Craik, Jason AGRI:EX; Pinette, Celia AG:EX
Cc: LP Administrative Coordinators; Hontiveros, Jenelyn LBR:EX; White, Christine MAH:EX; Liu, Ange FIN:EX; Hunt, Charlotte PSSG:EX; Hembree, Sara PSSG:EX; Sam, Anne-Marie IRR:EX; Roberts, Connie A IRR:EX
Subject: Oath of Employment for Political Staff
When: June 13, 2019 9:30 AM-10:00 AM (UTC-08:00) Pacific Time (US & Canada).
Where: ^{s.15} Legislature

Please being government issued ID – your Leg security card is not government issued.

Please familiarize yourself with the Standards of Conduct for Political Staff prior to taking the Oath, they are attached.

From: [Parte, Maura PSA:EX](#)
To: [Loubert, Danny PREM:EX](#)
Subject: RE: On Boarding this week
Date: June 10, 2019 1:17:27 PM
Attachments: [image001.png](#)

Have you seen employee ID for either? Thx

From: Loubert, Danny PREM:EX
Sent: June 10, 2019 1:11 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: RE: On Boarding this week

Thanks Maura,

I have sent out the packages.

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-398-5780 | **E:** Danny.Loubert@gov.bc.ca

From: Parte, Maura PSA:EX
Sent: June 10, 2019 11:32 AM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: On Boarding this week

Hi Danny, a reminder we have Alissa Brandt starting today in SDPR and Whitney Morrison starting tomorrow in MIRR.

Thank you,
Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)



Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: s.22 Letter
Date: June 10, 2019 2:51:42 PM
Attachments: [2019-05-31 11-13.pdf](#)
[ATT00001.txt](#)

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: Offer Letter
Date: June 10, 2019 2:54:01 PM
Attachments: [20190524125537074.pdf](#)

||

From: Parte, Maura PSA:EX
To: Phillips, Dawn-Lynn PSA:EX
Subject: FW:s.22
Date: June 10, 2019 2:56:00 PM
Attachments: s.22

Page 119 of 275 to/à Page 120 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: RE: tomorrows meeting with Amber
Date: June 10, 2019 3:01:49 PM

Yes, thank you

From: Wade, Debbie PREM:EX
Sent: June 10, 2019 2:58 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: tomorrows meeting with Amber

Hi Maura;

I just wanted to make sure you saw that the meeting tomorrow has been changed to a phone call (instead of in person),^{s.22}

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

From: [Parte, Maura PSA:EX](#)
To: [Maartman, William PSSG:EX](#)
Subject: RE: Office Staff
Date: June 10, 2019 4:02:16 PM

Hi Will, Amber and I have been searching for someone in our recruitment efforts, and don't have anyone yet. It is at the top of our list right now.

If the Minister has anyone in mind please send in their resume. M

From: Maartman, William PSSG:EX
Sent: June 10, 2019 3:51 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Office Staff

Hi Maura,

Just wondering on status of our EA, etc in the office. I haven't heard much and wasn't sure if this search is being run by you or Amber or both? I can be available for a phone call later today or tomorrow – whatever works for you!

Best,
Will

Will Maartman
Sr. Ministerial Assistant | Assistant to the House Leader
Ministry of Public Safety and Solicitor General
778-679-4952

From: Parte, Maura PSA:EX
To: Halls, Lori D EMBC:EX
Subject: Accepted: Update / Lori / Maura

Ashton, Marion CITZ:EX

From: Gotto, Sarah F MMHA:EX
Sent: June 11, 2019 10:42 AM
To: Parte, Maura PSA:EX
Subject: Declined: Information Management IM117 Training Session (revised)

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Cc: [McKinstry, Cindy D FIN:EX](#); [Loubert, Danny PREM:EX](#)
Subject: RES.22
Date: June 11, 2019 12:15:32 PM

Hi Maura – PeopleSoft was updated to show s.22
s.22 on playlist 060-3525. Thank you.....dl

From: Parte, Maura PSA:EX
Sent: May 22, 2019 10:21 AM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: FW:s.22

s.22

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: s.22
Date: June 11, 2019 12:31:22 PM

Hi Maura – I have tried to check my email for s.22 and cannot see a letter for her, do you have one?
Thank you.....dl

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



Where ideas work

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Cc: [McKinstry, Cindy D FIN:EX](#); [Loubert, Danny PREM:EX](#)
Subject: RE: s.22
Date: June 11, 2019 12:34:28 PM

Hi Maura –s.22
s.22

Thank you.....dl

on playlist 120-0551,

From: Parte, Maura PSA:EX
Sent: June 10, 2019 2:54 PM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: s.22

| |

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted: s.22

From: Parte, Maura PSA:EX
To: Machell, Aileen TRAN:EX
Subject: Accepted: Meeting

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Job Profiles
Date: June 11, 2019 1:47:04 PM

Hi Maura – I do from time to time get requests for Job Profiles/Job Descriptions for your folks. I know I mentioned this to you previously and I believe you said you have profiles. Could you please send me the Ministerial Assistant one as I have been asked for that one today. Thank you.....dl

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



Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Nash, Amber PREM:EX](#)
Subject: RE: IM 117 tomorrow
Date: June 11, 2019 2:09:54 PM
Attachments: [image001.png](#)

Thanks

From: Nash, Amber PREM:EX
Sent: June 11, 2019 1:48 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: IM 117 tomorrow

Yes I can definitely assist.

A

From: Parte, Maura PSA:EX
Sent: June 11, 2019 1:46 PM
To: Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: IM 117 tomorrow

Hi Amber, I can't make the IM117 session tomorrow at 10am and am wondering if you can be the onsite coordinator for it.

What's required is:

- Meet Noah outside s.15 at 9:45am to get access to room
- Greet workshop facilitators (I will send an email to introduce)
- Make sure they have access to laptop and screen and projector (Noah can assist with this)
- No introductions necessary but be on site to trouble shoot
- Straighten chairs and room and lock up at 11:30AM

Please let me know whether you can assist.

Thank you, Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)



Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Cc: [Geary, Vanessa PREM:EX](#)
Subject: Draft Notes
Date: June 11, 2019 2:34:28 PM
Attachments: [BN Decision for DCoS Band Changes June 2019.docx](#)
[BN Decision for DCoS AC Compensation June 2019.docx](#)

Hi Amber, as discussed attached are 2 draft notes for your consideration.

The first discusses compensation changes for Administrative Coordinators to allow for wage adjustments consistent with BCGEU counterparts.

The second deals with salary ranges for political staff and ensuring consistency with public sector bands.

Please let me know if you have questions or require any further information. I have time this week and next to review if that's helpful.

Thank you,

Maura

From: [Parte, Maura PSA:EX](#)
To: [Mitchell, Noah LASS:EX](#)
Cc: [Nash, Amber PREM:EX](#)
Subject: RE: Tomorrow's 10am workshop
Date: June 11, 2019 2:40:47 PM
Attachments: [image001.png](#)

Thank you Noah

From: Mitchell, Noah <Noah.Mitchell@leg.bc.ca>
Sent: June 11, 2019 2:35 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Tomorrow's 10am workshop

Hi Maura – Yes I will meet Amber for 9:45am!

Noah

From: Parte, Maura PSA:EX [<mailto:Maura.Parte@gov.bc.ca>]
Sent: Tuesday, June 11, 2019 2:12 PM
To: Mitchell, Noah <Noah.Mitchell@leg.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>
Subject: Tomorrow's 10am workshop

Hi Noah, we have another staff training session in s.15 tomorrow from 10:00-11:30am. I can't be there so in my absence could you please meet Amber Nash outside the room at 9:45am? The facilitators will be arriving shortly after and may briefly need assistance figuring out the laptop and screen and projector.
Thank you very much,
Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](tel:778-698-9278) | Cell: [250.213.6377](tel:250.213.6377)



From: [Parte, Maura PSA:EX](#)
To: [Hendry, Jackie PREM:EX](#)
Subject: RE: IM117 tomorrow
Date: June 11, 2019 2:53:27 PM

Hi Jackie, I won't be there tomorrow but Amber Nash will be there to coordinate. Thank you

From: Hendry, Jackie PREM:EX
Sent: June 11, 2019 2:51 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: IM117 tomorrow

There will be two staff joining. (I'll be there too, in case any questions come up for OOP).

Thanks so much!
Jackie

From: Parte, Maura PSA:EX
Sent: Tuesday, June 11, 2019 2:46 PM
To: Hendry, Jackie PREM:EX <Jackie.Hendry@gov.bc.ca>
Subject: RE: IM117 tomorrow

Yes, just let me know numbers so they can bring enough materials.

From: Hendry, Jackie PREM:EX
Sent: June 11, 2019 2:44 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: IM117 tomorrow

Hi Maura,

I have a couple DMO administrative staff that are not able to make it to our DMO session that we have scheduled for July 10. Would it be ok if they join in on the session tomorrow?

Thanks –
Jackie

From: [Parte, Maura PSA:EX](#)
To: [Romanow, Holly CITZ:EX](#)
Subject: RE: Wednesday's 1M117 Session
Date: June 11, 2019 3:02:54 PM
Attachments: [image001.png](#)

Hi Holly, no Executive members, all Band 1-5. M

From: Romanow, Holly CITZ:EX
Sent: June 11, 2019 2:57 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Wednesday's 1M117 Session

Hi Maura,

I will be facilitating the training ~~8.22~~
participants are Executive or staff level?

Can I confirm with you whether the

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

From: Begley, Rhianna CITZ:EX
Sent: June 11, 2019 2:26 PM
To: Romanow, Holly CITZ:EX <Holly.Romanow@gov.bc.ca>
Subject: Fwd: Wednesday's 1M117 Session

Sent from my iPhone

Begin forwarded message:

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Date: June 11, 2019 at 2:18:56 PM PDT
To: "Begley, Rhianna CITZ:EX" <Rhianna.Begley@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Cc: "Arslan, Alan CITZ:EX" <Alan.Arslan@gov.bc.ca>
Subject: Wednesday's 1M117 Session

Hi Rhianna,

By way of this email please let me introduce you to Amber Nash, Director of Executive Operations, in the Office of the Premier.

I am unable to attend tomorrow's session so Amber will be there to meet you at ~~s.15~~ s.15 at 9:45AM and to provide any onsite assistance you may need.

Amber – Rhianna is the Director, Strategic Privacy, Policy and Training at the Privacy Compliance and Training Branch and has facilitated numerous sessions for our employee group so knows the room and logistics well. She will handle introductions of herself and branch staff also in attendance.

At this point we expect 25 participants but I would prepare materials for 30 just in case.

Thanks all and have a productive session. Please call me on my cell if need be.
Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | V8W 9V1

Office: 778-698-9278 | Cell: 250.213.6377



Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Grant, Lisa EDUC:EX](#)
Cc: [Loubert, Danny PREM:EX](#)
Subject: RE: Onboardings.s.22
Date: June 11, 2019 3:09:54 PM

Hi Lisa,

s.22

I've copied Danny Loubert here who can send the forms package to you.
I see that s.22

Thank you,
Maura

From: Grant, Lisa EDUC:EX
Sent: June 11, 2019 10:18 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Onboardings.s.22

Hi Maura,

As this is my first onboarding are there any forms I need s.22 to fill out? And would I send these back to you?

Thank you!

Lisa Grant
Administrative Coordinator
The Office of the Hon. Rob Fleming
Minister of Education
Legislative Assembly of British Columbia
P: 250-356-8247 | E: Lisa.Grant@gov.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Loubert, Danny PREM:EX](#)
Subject: OnboardingS.22
Date: June 11, 2019 3:14:42 PM
Attachments: [image001.png](#)

Hi Danny,
s.22

s.13; s.22

Thank you,
Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](#) | Cell: [250.213.6377](#)



Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: RE: Summary of Upcoming Staff Changes
Date: June 11, 2019 4:29:31 PM

No, I have a call into Paula to check on budget first.

From: Hockin, Amber PREM:EX
Sent: June 11, 2019 4:17 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Re: Summary of Upcoming Staff Changes

Have we had a conversation with ^{s.22} ?

Sent from my iPad

On Jun 11, 2019, at 3:18 PM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

Hello – here is my most recent list of upcoming staff changes:

June 17:

Edena Brown to MA role in MCFD, \$73,400

Kirsten Detlefsen to AC role in SDPR, Step 2 ^{s.22}

June 24:

James Infante to MA role in MCFD-Childcare, \$73,440

July 2:

Paul Breschert to MA in FIN, \$80,000

July 22:

Tabitha Bernard to EA in AG, \$70,000

From: Parte, Maura PSA:EX
To: Nash, Amber PREM:EX
Subject: Tomorrow morning
Date: June 11, 2019 4:35:06 PM

Hi Amber – Rhianna isn't able to make tomorrow's session so the facilitator will be Holly Romanow.
M

Page 142 of 275

Withheld pursuant to/removed as

s.22

From: Parte, Maura PSA:EX
To: Phillips, Dawn-Lynn PSA:EX
Subject: Accepted: Recent hires/movements

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Cc: [Geary, Vanessa PREM:EX](#)
Subject: RE: Draft Notes
Date: June 11, 2019 6:46:14 PM
Attachments: [BN Decision for DCoS AC Compensation June 2019.docx](#)
[BN Decision for DCoS Band Changes June 2019.docx](#)

Hi, there was a minor error in the 2nd note so I have attached both here again. Thanks, Maura

From: Parte, Maura PSA:EX
Sent: June 11, 2019 2:34 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>
Subject: Draft Notes

Hi Amber, as discussed attached are 2 draft notes for your consideration.
The first discusses compensation changes for Administrative Coordinators to allow for wage adjustments consistent with BCGEU counterparts.
The second deals with salary ranges for political staff and ensuring consistency with public sector bands.
Please let me know if you have questions or require any further information. I have time this week and next to review if that's helpful.
Thank you,
Maura

From: [Parte, Maura PSA:EX](#)
To: s.22 - Nash, Amber PREM:EX
Subject: Fwd: Wednesday's 1M117 Session
Date: June 11, 2019 9:56:40 PM
Attachments: [image001.png](#)

Here is the important stuff:

- the log in for the laptop is on a sticker on the laptop, just make sure you do the actual log in
- to the right of the laptop is a control panel for the screen and projector, the instructions are straightforward about how to turn on the screen and projector
- the lights to the^{s.15} are immediately to your left as tin first enter the antechamber, I usually turn all of them on
- the room may be stuffy so don't hesitate to open windows (the sound won't carry) and there are very good working fans in the room that you can turn on
- If you can't find the remote for the projector it is usually kept in the small table to the right of the entry to the main room
- the remote also contains a USB port that has to be entered into the right hand side of the laptop
- Noah knows all these things and can help :)

Please call if anything goes awry.
Thank you!

Maura Parte
BC Public Service Agency
250-213-6377

Begin forwarded message:

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Date: June 11, 2019 at 9:44:49 PM PDT
To: "Begley, Rhianna CITZ:EX" <Rhianna.Begley@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>, "Romanow, Holly CITZ:EX" <Holly.Romanow@gov.bc.ca>
Subject: RE: Wednesday's 1M117 Session

Thanks for the follow-up Rhianna, and very important details.
A new era of a session without either of us attending.
Much appreciated, Maura

From: Begley, Rhianna CITZ:EX
Sent: June 11, 2019 9:33 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>; Romanow, Holly CITZ:EX <Holly.Romanow@gov.bc.ca>
Subject: RE: Wednesday's 1M117 Session

Hi Amber,

I was unable to access my computer this afternoon during a meeting, so apologize for sending this late. I did forward to Holly, so if she reached out that is great. If not, please let me introduce you to Holly Romanow who will be delivering the training tomorrow morning. Holly has delivered this material before and has presented in s.15 She will be joined by Trevor Youdale from Government Records Services as well as someone from Information Access Operations.

Holly will bring a USB stick, but we don't have access to login to the LASS system. If I can please ask that you log in to the system for Holly that would be great.

Holly there is a clicker in the room in the drawer of the little desk by the door.

I will be available on my computer tomorrow morning (on Lync) but not on my phone – if anyone needs me just send me a quick note.

Thank you,
Rhianna

From: Parte, Maura PSA:EX

Sent: Tuesday, June 11, 2019 2:19 PM

To: Begley, Rhianna CITZ:EX <Rhianna.Begley@gov.bc.ca>; Nash, Amber PREM:EX <Amber.Nash@gov.bc.ca>

Cc: Arslan, Alan CITZ:EX <Alan.Arslan@gov.bc.ca>

Subject: Wednesday's 1M117 Session

Hi Rhianna,

By way of this email please let me introduce you to Amber Nash, Director of Executive Operations, in the Office of the Premier.

I am unable to attend tomorrow's session so Amber will be there to meet you at s.15 at 9:45AM and to provide any onsite assistance you may need.

Amber – Rhianna is the Director, Strategic Privacy, Policy and Training at the Privacy Compliance and Training Branch and has facilitated numerous sessions for our employee group so knows the room and logistics well. She will handle introductions of herself and branch staff also in attendance.

At this point we expect 25 participants but I would prepare materials for 30 just in case.

Thanks all and have a productive session. Please call me on my cell if need be.
Maura

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | V8W 9V1

Office: 778-698-9278 | Cell: 250.213.6377



Where ideas work

From: [Parte, Maura PSA:EX](#)
To: [Singh, Jasmyn HLTH:EX](#)
Subject: Re:s.22
Date: June 12, 2019 8:06:09 AM

I haven't reviewed yet, will do. Thank you

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 12, 2019, at 5:06 AM, Singh, Jasmyn HLTH:EX <Jasmyn.Singh@gov.bc.ca> wrote:

Emailing to confirm you received the couriered assessment yesterday
Best
JsZ

From: [Parte, Maura PSA:EX](#)
To: [Loubert, Danny PREM:EX](#)
Subject: Fwd: Brandt Letter
Date: June 12, 2019 9:19:18 AM

Hi Danny, I'm wondering if you are able to help Alissa set up her IDIR now that her employee ID is available. Thank you, Maura

Maura Parte
BC Public Service Agency
250-213-6377

Begin forwarded message:

From: "Phillips, Dawn-Lynn PSA:EX" <Dawn-Lynn.Phillips@gov.bc.ca>
Date: June 12, 2019 at 9:17:48 AM PDT
To: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Cc: "McKinstry, Cindy D FIN:EX" <Cindy.McKinstry@gov.bc.ca>, "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>
Subject: RE: Brandt Letter

Hi Maura – Alissa's s.22 as Senior MA with SPDR (031-7000) effective 10JUN19. Thank you.....dl

From: Parte, Maura PSA:EX
Sent: June 10, 2019 2:52 PM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: Brandt Letter

From: [Parte, Maura PSA:EX](#)
To: [Hold - 200921 - Hockin, Amber PREM:EX](#)
Cc: [Wade, Debbie PREM:EX](#)
Subject: Re: DRAFT Note Supervisor Essentials
Date: June 12, 2019 9:28:20 AM

Yes, I think so.

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 12, 2019, at 9:16 AM, Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca> wrote:

Maura should we include directors in PO as well?

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Jun 12, 2019, at 9:10 AM, Wade, Debbie PREM:EX
<Debbie.Wade@gov.bc.ca> wrote:

I sure can! Just to confirm, this will go out to only the Senior MA's for now?

Debb

Debbie Wade
***Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075***

From: Hockin, Amber PREM:EX
Sent: Wednesday, June 12, 2019 9:04 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Geary, Vanessa PREM:EX <Vanessa.Geary@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Re: DRAFT Note Supervisor Essentials

This is good to go, thanks Maura with one amendment. Could we change the sentence to ask that Senior MAs confirm their availability or advise if they are not able to arrange their schedules to attend? I think we can

follow up with anyone that indicates that they cannot attend with a phone call -if Danny can keep a list of those confirmed and declined. Vanessa could I ask that you work with Danny on this? Debbie could you please amend and send out? Thanks. Amber

Sent from my iPad

On Jun 11, 2019, at 3:47 PM, Parte, Maura PSA:EX
<Maura.Parte@gov.bc.ca> wrote:

Hi Amber, below is a draft note re: Supervisor Essentials course. Do you want to add something about strongly encouraging attendance?

I think we should try to confirm this with the bigger Senior MA group first and then see if we can add PO directors who may be interested, especially those with direct reports.

To: Senior Ministerial Assistants

I'm very excited to let you know we have arranged a *Supervisor Essentials* training course as part of your ongoing leadership development.

Supervisor Essentials is a 2-day intensive course offered to managers and supervisors in the BC Public Service. The course will be tailored to our employees and give you additional tools to support your leadership and supervisory role. Because you will all take it together we hope it will help foster collaboration and new ideas in a peer to peer environment.

In order for this to be successful we need to arrange dates when we can ensure maximum participation so we are asking you to arrange your schedule accordingly and have others in your office assist if possible.

Please let Danny Loubert know if you are unable to attend either of the following sessions by this Friday, June 14. We are planning to schedule one two-day session with everyone so please try to make yourself available during both time slots. We will select a time slot when most of the group can attend.

Wednesday, August 28 and Thursday, August 29 – ALL DAY
Wednesday, September 4 and Thursday, September 5 – ALL DAY

Thanks very much,
Amber

From: [Hockin, Amber PREM:EX](#)
To: [LP Senior Ministerial Assistants](#); [LP PREM Directors](#)
Cc: [Loubert, Leslie M PREM:EX](#); [Parte, Maura PSA:EX](#); [Wade, Debbie PREM:EX](#)
Subject: Supervisor Essentials Course
Date: June 12, 2019 9:39:47 AM

To: Senior Ministerial Assistants

I'm very excited to let you know we have arranged a *Supervisor Essentials* training course as part of your ongoing leadership development.

Supervisor Essentials is a 2-day intensive course offered to managers and supervisors in the BC Public Service. The course will be tailored to our employees and give you additional tools to support your leadership and supervisory role. Because you will all take it together we hope it will help foster collaboration and new ideas in a peer to peer environment.

In order for this to be successful we need to arrange dates when we can ensure maximum participation so we are asking you to arrange your schedule accordingly and have others in your office assist if possible.

Please confirm your attendance, or advise Danny Loubert if you are unable to attend either of the following sessions by this Friday June 14th. We are planning to schedule one two-day session with everyone so please try to make yourself available during both time slots. We will select a time slot when most of the group can attend.

Wednesday, August 28 and Thursday, August 29 – ALL DAY

Wednesday, September 4 and Thursday, September 5 – ALL DAY

Thanks very much,
Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: Job Profile Senior Ministerial Assistant Feb 2019.docx
Date: June 12, 2019 9:48:04 AM
Attachments: [Job Profile Senior Ministerial Assistant Feb 2019.docx](#)
[ATT00001.txt](#)

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: Job Profile Ministerial Assistant Feb 2019.docx
Date: June 12, 2019 9:49:39 AM
Attachments: [Job Profile Ministerial Assistant Feb 2019.docx](#)
[ATT00001.txt](#)

From: [Price, Jeff L PSA:EX](#)
To: [Parte, Maura PSA:EX](#); [Boudewyn, Katy PSA:EX](#)
Subject: FW: Course Recoveries
Date: June 12, 2019 12:12:09 PM
Attachments: [image001.png](#)
[Course Recovery Tracking.xlsx](#)
[image003.png](#)
[image004.png](#)

Thank you Katy.

Maura, Katy kindly devised a mechanism for the movement of individual costs of MA attendance in the planned Supervisor Essentials dedicated session we are working on. Next steps:

1. You are discovering date preference Aug 28 & 29 or Sep 4 & 5;
2. I am "protecting" both dates until you complete that process,
3. I am working to determine the price per participant based upon 18 min and 25 max so that the below sample email can include that rate, and
4. We will solidify dates and discuss rates and communications in a couple weeks.

Let me know if you have any questions before we speak next.
Jeff

Jeff Price – A/Manager Training Delivery & Key Streams
The Learning Centre | Talent Management Division | BC Public Service Agency
716 Courtney Street | Victoria, BC | V8W 1C2 | 778 698 4469 w. | 250 588 3114 cel.
[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772

[Click Here for Tips on Using the Learning System](#)



Where ideas work

From: Boudewyn, Katy PSA:EX
Sent: June 12, 2019 11:58 AM
To: Price, Jeff L PSA:EX <Jeff.Price@gov.bc.ca>
Subject: Course Recoveries

Hi Jeff,

Maura can use the attached tracking sheet. I will use this along with the approval e-mail below to complete the journal voucher.

Below is a sample e-mail that you can play with.

Good afternoon,

In preparation for Supervisor Essentials workshop, please note:

- The workshop is held on **[date]** at **[location]**
- The session runs from 8:30 – 4:30. Lunch will be provided. Please advise if you have any food allergies.
- The facilitator has asked that you read the attached in preparation for your session.
- A journal voucher for **[amount]** will be created upon course completion. Please have your Expense Authority e-mail their approval back to me (Maura.Parte@gov.bc.ca) along with your financial coding.

Financial Coding for Journal Vouchers:

Client	RESP	SERVICE LINE	STOB	PROJECT
			6516	

****Approval of this agreement and coding provided is authorizing the BC Public Service Agency to prepare and process all costs noted for services within this agreement.**

Katy Boudewyn, Budget Analyst

Pronouns: She/her/hers

Financial Management Office | BC Public Service Agency

3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | P: 778-698-4334

From: [Parte, Maura PSA:EX](#)
To: [Morrison, Whitney IRR:EX](#)
Subject: Re:s.22
Date: June 12, 2019 2:29:58 PM

Hi Whitney, I'm away from my desk today but I'll check in with you tomorrow.
Welcome!

Maura

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 12, 2019, at 11:47 AM, Morrison, Whitney IRR:EX <Whitney.Morrison@gov.bc.ca> wrote:

Hi Maura,
Hope this email finds you well.s.22
s.13; s.22

Kind regards,
Whitney M.

From: Parte, Maura PSA:EX
To: LP Administrative Coordinators; Morrison, Whitney IRR:EX; Machell, Aileen TRAN:EX; Brandt, Alissa SDPR:EX; Hold - 200921 - Thomson, Krystal FIN:EX; Hold - 200921 - Girn, Naveen PREM:EX; Hold - 200921 - Wolfe, Seamus AEST:EX
Subject: OATH OF EMPLOYMENT SESSION FOR ALL NEW STAFF

Oath Ceremony for new employees

ACs: please share with new staff in your office, thank you

IMPORTANT REMINDER:

Please bring government issued identification (your Legislative Assembly pass will not work for this)

From: [Parte, Maura PSA:EX](#)
To: [LP Administrative Coordinators](#)
Subject: Fwd: Oath of Employment - Important info for new employees
Date: June 12, 2019 2:47:42 PM
Attachments: [image001.png](#)

Hello All - below is more information on taking the Oath. Please note that tomorrow's session is for political staff only. ACs and AAs can join the Oath taking for the public service, details are included below.

Thank you

Maura Parte
BC Public Service Agency
250-213-6377

Begin forwarded message:

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Date: May 30, 2019 at 11:36:17 AM PDT
To: "Wolfe, Seamus AEST:EX" <Seamus.Wolfe@gov.bc.ca>, "Cardona, Diego AEST:EX" <Diego.Cardona@gov.bc.ca>, "Craik, Jason AGRI:EX" <Jason.Craik@gov.bc.ca>, "Pinette, Celia AG:EX" <Celia.Pinette@gov.bc.ca>, "Cuddy, Andrew EMPR:EX" <Andrew.Cuddy@gov.bc.ca>, "Thomson, Krystal JTT:EX" <Krystal.Thomson@gov.bc.ca>, "Machell, Aileen TRAN:EX" <Aileen.Machell@gov.bc.ca>, "Lund, Rose SDPR:EX" <Rose.Lund@gov.bc.ca>, "Dunnett, Jennifer PREM:EX" <Jennifer.Dunnett@gov.bc.ca>, "Girn, Naveen PREM:EX" <Naveen.Girn@gov.bc.ca>, "Hagglund, Jarrett PREM:EX" <Jarrett.Hagglund@gov.bc.ca>
Cc: LP Administrative Coordinators <LPACS@Victoria1.gov.bc.ca>, "Loubert, Danny PREM:EX" <Danny.Loubert@gov.bc.ca>, "Nash, Amber PREM:EX" <Amber.Nash@gov.bc.ca>
Subject: Oath of Employment - Important info for new employees

Hello,

All new employees are required to take the Oath of Employment within 90 days of commencing employment. If you haven't done so already please see details below – carefully read the instructions as there are specific ID requirements.
If you have already taken the Oath then you are not required to take it again.

ACs: If we have missed someone new in your office can you please share this with them and any new employees that haven't started yet?

Political Staff (PO Directors, Mgmt Band employees, Senior MAs, MAs, EAs) take the Oath of Employment for Political Staff. If you have come from the public service but are now political staff you must take the Oath of Employment for Political Staff.

All other staff (ACs, AAs, PO administrative staff) take the Oath of Employment for the Public Service.

The next Oath session for public service employees is Friday, June 7, in Victoria, please see details here: <https://www2.gov.bc.ca/gov/content/careers-myhr/all-employees/new-employees/first-four-months/oath>

The next Oath session for political staff is Thursday, June 13 at 9:30AM, Room 223 in the Legislature. A calendar invite will follow.

For employees working outside of Victoria

- In the Lower Mainland: Commissioners administer the Oath at [several locations](#). Call first to make an appointment.
- Outside Victoria or the Lower Mainland: visit a [Service BC office](#) in your area.

Gov 101: The Oath of Employment

Within the first 90 days on the job, every new employee, including co-op or auxiliary employees, is required, under the [Public Service Act](#), to take the [Oath of Employment](#).

The Oath supports the [Core Policy Objective](#) that, “public service employees exhibit the highest standards of conduct.” It’s also a legal document to which you swear or affirm, then sign, that is kept with your employee record during your time in the public service.

Public confidence and trust

By taking the Oath, you confirm your understanding of the expectations and duties of public service and accept them. You also promise to:

- <!--[if !supportLists]-->• <!--[endif]--> Serve British Columbians loyally through the government of the day.
- <!--[if !supportLists]-->• <!--[endif]--> Abide by the [Standards of Conduct](#).
- <!--[if !supportLists]-->• <!--[endif]--> Act with integrity and professionalism, honestly and ethically.
- <!--[if !supportLists]-->• <!--[endif]--> Base recommendations on objective evidence and serve impartially.
- <!--[if !supportLists]-->• <!--[endif]--> Respect and protect confidential information.

You can take the Oath as many times as you want; supervisors often attend Oath ceremonies with new employees. If you leave, then return to the public service, you will need to re-swear or re-affirm the Oath.

Working for the BC Public Service is different from working for other organizations. You work for the citizens of British Columbia through the democratically elected government. It is a condition of employment to comply with the Standards of Conduct and failure to do so may lead to disciplinary action up to and including dismissal.

Political staff

Employees appointed under [section 15\(1\)\(a\) of the Public Service Act](#) – those who work in the Premier’s Office or support Ministers – are partisan: they share the ruling party’s political commitment. Both the Political Staff Oath and [Standards of Conduct for Political Staff](#) Regulation (enacted in April 2014) omit the words about acting impartially and using objective evidence for recommendations and decisions. To learn about the differences, visit [MyHR](#).

Take (or re-take) the Oath of Employment

Locations vary throughout the province:

- <!--[if !supportLists]-->• <!--[endif]-->In Victoria: monthly Oath ceremonies are conducted at The Learning Centre. No registration is necessary. See the schedule on [MyHR](#).
- <!--[if !supportLists]-->• <!--[endif]-->In the Lower Mainland: Commissioners administer the Oath at [several locations](#). Call first to make an appointment.
- <!--[if !supportLists]-->• <!--[endif]-->Outside Victoria or the Lower Mainland: visit a [Service BC office](#) in your area.
- <!--[if !supportLists]-->• <!--[endif]-->At a [Welcome to the Public Service](#) event: this includes an Oath ceremony conducted by the Deputy (or Assistant Deputy) Attorney General. Register for one in your area through the [Learning System](#).

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](#) | Cell: [250.213.6377](#)



Where ideas work

Page 162 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Slavin, Shawn PSA:EX](#)
Subject: Re: This morning
Date: June 13, 2019 8:27:12 AM

I could meet you at the front entrance

Maura Parte
BC Public Service Agency
250-213-6377

> On Jun 13, 2019, at 8:16 AM, Slavin, Shawn PSA:EX <Shawn.Slavin@gov.bc.ca> wrote:
>
> That works for me. Where downstairs would you like to meet?
>
> Shawn Slavin, Director
> Employment Initiatives | BC Public Service Agency
> 810 Blanshard St. | Victoria BC | V8V 3E6 | Cell 604-329-0523
> AskMyHR | 250-952-6000 | Toll Free 1-877-277-0772
>
> -----Original Message-----
> From: Parte, Maura PSA:EX
> Sent: June 13, 2019 8:16 AM
> To: Slavin, Shawn PSA:EX <Shawn.Slavin@gov.bc.ca>
> Subject: This morning
>
> Good morning Shawn, I'm going to head right to the Legislature this morning. Should I meet you downstairs at 9:15 or 9:20?
> Thanks,
> Maura
>
> Maura Parte
> BC Public Service Agency
> 250-213-6377
>

From: [Parte, Maura PSA:EX](#)
To: [Mitchell, Noah LASS:EX](#)
Subject: s.15 this am
Date: June 13, 2019 8:54:51 AM

Hi Noah, could I please get access to s.15 at 9:25am. We have a short session in there that will be wrapped up by 10am.

Thank you, Maura

Maura Parte
BC Public Service Agency
250-213-6377

Page 165 of 275 to/à Page 167 of 275

Withheld pursuant to/removed as

s.22

From: Squance, Leah SDPR:EX
To: Parte, Maura PSA:EX;s.22 - Hockin, Amber PREM:EX
Subject: AC review
Date: June 13, 2019 10:26:50 AM
Attachments: s.22

Hi both,

Please find the s.22

attached.

Thanks,
Leah

Leah Squance
Senior Ministerial Assistant to Hon. Shane Simpson
Minister of Social Development and Poverty Reduction
c: 250-882-1445 w: 778-974-6096 e: leah.squance@gov.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#); [Loubert, Danny PREM:EX](#)
Subject: FW: Material for Interviews tomorrow
Date: June 13, 2019 1:24:19 PM
Attachments: [DRAFT Questions May 2019 EA MA.docx](#)

Hi Amber, just realized both sets of interview questions were sent to you. I would recommend using the EA/MA set as the candidates today are not competing for Senior MA roles.
Maura

From: Wade, Debbie PREM:EX
Sent: June 12, 2019 3:20 PM
To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Cc: Dixon, Olivia PREM:EX <Olivia.Dixon@gov.bc.ca>; Dunnett, Jennifer PREM:EX <Jennifer.Dunnett@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Material for Interviews tomorrow

Hi Danny;

Could I please ask you or Olivia to print off 2 sets of Questions for Amber's Interviews tomorrow, Thursday June 13th. These interviews will be done via phone call. I have attached both Resumes for printing as well.

1:30pm s.22
3:00pm

Thanks so much!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

Page 170 of 275 to/à Page 171 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: s.22
Date: June 13, 2019 2:08:42 PM
Attachments: s.22

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Subject: Accepted s.22

From: [Parte, Maura PSA:EX](#)
To: [Squance, Leah SDPR:EX](#); [Hockin, Amber PREM:EX](#)
Subject: RE: MA performance review
Date: June 13, 2019 2:30:34 PM

Thank you, both emails are received.

From: Squance, Leah SDPR:EX
Sent: June 13, 2019 12:12 PM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: MA performance review

Hi both

Please find attached the s.22

Thanks,
Leah

Leah Squance
Senior Ministerial Assistant to Hon. Shane Simpson
Minister of Social Development and Poverty Reduction
c: 250-882-1445 w: 778-974-6096 e: leah.squance@gov.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Price, Jeff L PSA:EX](#)
Cc: [Boudewyn, Katy PSA:EX](#)
Subject: RE: Course Recoveries
Date: June 13, 2019 4:02:20 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Thank you

From: Price, Jeff L PSA:EX
Sent: June 13, 2019 10:50 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: Boudewyn, Katy PSA:EX <Katy.Boudewyn@gov.bc.ca>
Subject: RE: Course Recoveries

Here are the answers Maura.

- Maximum for SE recommended is 25 per two day session.
- The overall preliminary cost of \$8,744 per session would, of course, go up for two sessions, or double [2x trainer time , 2 x facilities costs, 2 x administration costs and 2 x travel (some of our facilitators live in other parts of BC)]
- The rate per person of between \$350 - \$485 for the two day course will remain the same. This takes into account a range of participants attending, from 25 to a lower 18.
- If we experience savings we pass these along. This is a cost recovery.
- Hope that helps. Let me know if you have any more questions.

Jeff

Details

Admin	250
Off site logistics	500
Trainer(s) 2	3960
Venue	
Yes	1100
AV yes	400
Travel	
Flights & Other	1400
Per Diem	294
Accommodation	840
	0
	8744

Jeff

From: Parte, Maura PSA:EX
Sent: June 13, 2019 10:19 AM
To: Price, Jeff L PSA:EX <Jeff.Price@gov.bc.ca>; Boudewyn, Katy PSA:EX <Katy.Boudewyn@gov.bc.ca>
Subject: RE: Course Recoveries

Hi Jeff and Katy,

A further couple of questions:

- What is the recommended maximum for participants?
- If we were to do two sessions instead of one, how would that change the cost?

We are currently canvassing employees on the dates offered and should know by next week.

Thanks very much,
Maura

From: Price, Jeff L PSA:EX
Sent: June 12, 2019 12:12 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Boudewyn, Katy PSA:EX <Katy.Boudewyn@gov.bc.ca>
Subject: FW: Course Recoveries

Thank you Katy.

Maura, Katy kindly devised a mechanism for the movement of individual costs of MA attendance in the planned Supervisor Essentials dedicated session we are working on. Next steps:

1. You are discovering date preference Aug 28 & 29 or Sep 4 & 5;
2. I am "protecting" both dates until you complete that process,
3. I am working to determine the price per participant based upon 18 min and 25 max so that the below sample email can include that rate, and
4. We will solidify dates and discuss rates and communications in a couple weeks.

Let me know if you have any questions before we speak next.

Jeff

Jeff Price – A/Manager Training Delivery & Key Streams
The Learning Centre | Talent Management Division | BC Public Service Agency
716 Courtney Street | Victoria, BC | V8W 1C2 | 778 698 4469 w. | 250 588 3114 cel.
[AskMyHR](#) | 250.952.6000 | Toll Free 1.877.277.0772

[Click Here for Tips on Using the Learning System](#)



Where ideas work

From: Boudewyn, Katy PSA:EX
Sent: June 12, 2019 11:58 AM
To: Price, Jeff L PSA:EX <Jeff.Price@gov.bc.ca>
Subject: Course Recoveries

Hi Jeff,

Maura can use the attached tracking sheet. I will use this along with the approval e-mail below to complete the journal voucher.

Below is a sample e-mail that you can play with.

Good afternoon,

In preparation for Supervisor Essentials workshop, please note:

- *The workshop is held on **[date]** at **[location]***
- *The session runs from 8:30 – 4:30. Lunch will be provided. Please advise if you have any food allergies.*
- *The facilitator has asked that you read the attached in preparation for your session.*
- *A journal voucher for **[amount]** will be created upon course completion. Please have your Expense Authority e-mail their approval back to me (Maura.Parte@gov.bc.ca) along with your financial coding.*

Financial Coding for Journal Vouchers:

Client	RESP	SERVICE LINE	STOB	PROJECT
			6516	

***Approval of this agreement and coding provided is authorizing the BC Public Service Agency to prepare and process all costs noted for services within this agreement.*

Katy Boudewyn, Budget Analyst
Pronouns: She/her/hers
Financial Management Office | BC Public Service Agency
3rd Floor, 716 Courtney Street | Victoria, BC | V8W 1C2 | P: 778-698-4334

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted: s.22

Page 179 of 275 to/à Page 180 of 275

Withheld pursuant to/removed as

s.22

From: Parte, Maura PSA:EX
To: Machell, Aileen TRAN:EX
Subject: Maura and Aileen

From: [Parte, Maura PSA:EX](#)
To: [Slavin, Shawn PSA:EX](#)
Subject: Re: Rueben's PowerPoint
Date: June 14, 2019 8:09:37 AM
Attachments: [image001.png](#)

Thank you

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 13, 2019, at 4:37 PM, Slavin, Shawn PSA:EX <Shawn.Slavin@gov.bc.ca> wrote:

Hi Maura
Attached is a copy of Rueben's PPT that he delivered on PPTs...

Shawn Slavin, Director
Employment Initiatives | BC Public Service Agency
810 Blanshard St. | Victoria BC | V8V 3E6 | Cell 604-329-0523
[AskMyHR](#) | 250-952-6000 | Toll Free 1-877-277-0772

From: Price, Lena PSA:EX
Sent: June 13, 2019 4:35 PM
To: Slavin, Shawn PSA:EX <Shawn.Slavin@gov.bc.ca>
Subject: Rueben's PowerPoint

Hi Shawn,

Here is Rueben's PowerPoint!

Sincerely,

Lena Price

Co-op Program and Resource Office
Employment Initiatives | BC Public Service Agency
810 Blanshard St., 3rd floor | Victoria BC | V8V 3E6 | Cell 778-257-9071
[AskMyHR](#) | 250-952-6000 | Toll Free 1-877-277-0772
<image001.png>

<Lunch and Learn-Effective Communication.pptx>

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted: s.22

From: Parte, Maura PSA:EX
To: Sanderson, Melissa EMPR:EX
Subject: Just put this on letterhead
Date: June 14, 2019 9:02:31 AM

s.13; s.22

From: Phillips, Dawn-Lynn PSA:EX
To: Parte, Maura PSA:EX
Subject: RE: Summary of upcoming changes
Date: June 14, 2019 10:11:00 AM

Morning Maura –s.13; s.22
s.13; s.22

Thank you.....dl

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



Where ideas work

From: Parte, Maura PSA:EX
Sent: June 12, 2019 9:13 AM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: Summary of upcoming changes

June 17:

Edena Brown to MA role in MCFD, \$73,400
Kirsten Detlefsen to AC role in SDPR, Step 2 s.22

June 24:

James Infante to MA role in MCFD-Childcare, \$73,440

July 2:

Paul Breschert to MA in FIN, \$80,000

July 22:

Tabitha Bernard to EA in AG, \$70,000

Maura Parte
BC Public Service Agency
250-213-6377

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: FW: Signed Offer Letter
Date: June 14, 2019 10:37:07 AM
Attachments: s.22

Hi DL, please see attached letter for s.22 . Thanks

From: Parte, Maura PSA:EX
To: Thickens, Melissa PSA:EX
Subject: Chat with Maura

Hi Melissa, thank you again for agreeing to meet. Please propose a new time if need be. Maura

From: [Parte, Maura PSA:EX](#)
To: [Singh, Jasmyn HLTH:EX](#)
Cc: s.22
Subject: Office Staffing
Date: June 14, 2019 11:28:50 AM

Hi Jasmyn,

I am hoping to confirm the following staffing changes to support s.22

s.13; s.22

Please let me know if anything is incorrect.

Thank you,
Maura

From: Parte, Maura PSA:EX
To: Nelson, Shirley D PSA:EX
Subject: Accepted: Touch Base re Binder

From: [Parte, Maura PSA:EX](#)
To: [Nelson, Shirley D PSA:EX](#)
Subject: RE: Meeting scheduled for June 24
Date: June 14, 2019 11:58:14 AM

Thank you

From: Nelson, Shirley D PSA:EX
Sent: June 14, 2019 11:25 AM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Brubacher, Kelly PSA:EX <Kelly.Brubacher@gov.bc.ca>
Subject: Meeting scheduled for June 24

Hi there, as mentioned, I will be working on finalizing this by end of June. If you could send me any additional information to be included, that would be great. I've scheduled a meeting on June 24 to touch base. Thx.

Shirley Nelson

Manager, Executive Operations
Deputy Minister's Office | BC Public Service Agency
Office: 778-698-1575; cell: 250-896-8822
Shirley.Nelson@gov.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#); [LP PREM Directors](#); [LP Senior Ministerial Assistants](#)
Cc: [Loubert, Danny PREM:EX](#); [Wade, Debbie PREM:EX](#)
Subject: REMINDER: Supervisor Essentials Course
Date: June 14, 2019 12:14:09 PM

Hello, thanks to all who have replied to Danny Loubert letting him know your availability for the dates below.

I'm hoping everyone can please confirm their attendance with Danny by the end of today.

Thank you, Maura

From: Hockin, Amber PREM:EX
Sent: June 12, 2019 9:40 AM
To: LP Senior Ministerial Assistants <SRMINAST@Victoria1.gov.bc.ca>; LP PREM Directors <PREMDIR@Victoria1.gov.bc.ca>
Cc: Loubert, Leslie M PREM:EX <Leslie.M.Loubert@gov.bc.ca>; Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>; Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Supervisor Essentials Course

To: Senior Ministerial Assistants

I'm very excited to let you know we have arranged a *Supervisor Essentials* training course as part of your ongoing leadership development.

Supervisor Essentials is a 2-day intensive course offered to managers and supervisors in the BC Public Service. The course will be tailored to our employees and give you additional tools to support your leadership and supervisory role. Because you will all take it together we hope it will help foster collaboration and new ideas in a peer to peer environment.

In order for this to be successful we need to arrange dates when we can ensure maximum participation so we are asking you to arrange your schedule accordingly and have others in your office assist if possible.

Please confirm your attendance, or advise Danny Loubert if you are unable to attend either of the following sessions by this Friday June 14th. We are planning to schedule one two-day session with everyone so please try to make yourself available during both time slots. We will select a time slot when most of the group can attend.

Wednesday, August 28 and Thursday, August 29 – ALL DAY

Wednesday, September 4 and Thursday, September 5 – ALL DAY

Thanks very much,
Amber

Amber Hockin
Deputy Chief of Staff
West Annex, Office of the Premier
Cell#778-584-0867

From: [Poldrugovac, Saija FIN:EX](#)
To: [Michell, Jennifer FIN:EX](#)
Cc: [McKinstry, Cindy D FIN:EX](#); [Parte, Maura PSA:EX](#)
Subject: RE: MO question - Relocation Expenses
Date: June 14, 2019 12:29:33 PM

Hi Jennifer,

Maura Parte from the PSA is the contact for Minister's Office Relocation. Maura works with the office and the new employee to help them understand what they have been approved for. If this is a new hire, chances are she is already working on it!

Please let me know if you have any further questions.

~Saija

From: Michell, Jennifer FIN:EX
Sent: June 14, 2019 12:24 PM
To: Poldrugovac, Saija FIN:EX
Cc: McKinstry, Cindy D FIN:EX
Subject: MO question - Relocation Expenses
Importance: High

Hi Saija

hoping you can assist in s.22 Our MO is looking for information on relocation expenses and guidelines/procedures. Can you please send me the details that I can pass along?

Thanks

Jen

Jennifer Michell
Director, Executive Operations & Strategic Initiatives
Office of the Deputy Minister | Ministry of Finance
Tel. 250-356-6696 | Email: Jennifer.Michell@gov.bc.ca

From: [Patrick Meehan](#)
To: [Parte, Maura PSA:EX](#)
Subject: Missed call
Date: June 14, 2019 12:35:07 PM

Hello,

Sorry about having to cut that call short, I was just s.22 to go for our budget consultation presentation.

I should be free anytime for the rest of today, as well as a very open Monday s.22
s.22

From: [Parte, Maura PSA:EX](#)
To: [Loubert, Danny PREM:EX](#)
Subject: RE: Supervisor Essentials Course.xlsx
Date: June 14, 2019 3:10:07 PM

Thanks Danny.

A question for you – are people saying they prefer the September dates over the August dates or can't make the August dates?

It's not an either or proposition – we are only scheduling one session.

Does this make sense?

Maura

From: Loubert, Danny PREM:EX
Sent: June 14, 2019 2:25 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Supervisor Essentials Course.xlsx

Hi Maura,

Here is the list of the responses for the Supervisor Essentials Course.

A current copy can be found here : <J:\HR\TRAINING\Supervisor Essentials Course.xlsx>

Warmest Regards,

Danny Loubert | Administrative Coordinator, Operations and Strategic Initiatives
Vancouver Cabinet Office | Office of the Premier
P: 604-398-5780 | **E:** Danny.Loubert@gov.bc.ca

Page 195 of 275 to/à Page 196 of 275

Withheld pursuant to/removed as

s.22

From: [Microsoft Outlook](#) on behalf of [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: Missed Call
Date: June 14, 2019 3:36:22 PM

You missed a call from Phillips, Dawn-Lynn PSA:EX (Work) at dawn-lynn.phillips@gov.bc.ca.

Caller-Id: dawn-lynn.phillips@gov.bc.ca
Job Title: HR Executive Support Services Advisor
Company: BC Public Service Agency
Work: [250 888-4570](tel:250-888-4570)
Email: Dawn-Lynn.Phillips@gov.bc.ca

From: [Parte, Maura PSA:EX](#)
To: [Poldrugovac, Saija FIN:EX](#)
Subject: FW: s.22
Date: June 14, 2019 4:02:34 PM
Attachments: [relocation assistance househunting expense report assignment of wages agreement.pdf](#)
[ATT00002.htm](#)
[Schedule 05 Relocation Assistance Policy.pdf](#)
[ATT00003.htm](#)

Hi Saija, please see below.

s.22

Page 199 of 275

Withheld pursuant to/removed as

s.22

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: s.22
Date: June 14, 2019 4:23:13 PM

Hi Maura – do you have s.22
you.....dl

? If so, can you please send to me. Thank

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



Where ideas work

Page 201 of 275 to/à Page 202 of 275

Withheld pursuant to/removed as

s.22

From: Singh, Jasmyn HLTH:EX
To: Parte, Maura PSA:EX; s.22 - Hockin, Amber PREM:EX
Subject: evaluations - email 1
Date: June 15, 2019 7:29:23 AM
Attachments: Scan_20190614.pdf
s.22

From: [Singh, Jasmyn HLTH:EX](#)
To: [Parte, Maura PSA:EX;s.22](#) - [Hockin, Amber PREM:EX](#)
Subject: RESEND: evaluations - email 1 (PLEASE REFER TO THIS VERSION, AND ATTACHMENTS)
Date: June 15, 2019 8:22:03 AM
Attachments: [Scan_20190614.pdf](#)
s.22

Apologies for the resend
Thank you

From: Mark, Melanie AEST:EX
To: Wade, Debbie PREM:EX; Parte, Maura PSA:EX
Cc: s.22
Subject:
Date: June 16, 2019 10:20:39 PM
Attachments: s.22

Good evening Debbie and Maura,

Sorry for the delay. Please see attached. Please let me know if you have any questions or concerns.

Sincerely,
Melanie Mark
Minister Advanced Education, Skills and Training

From: Parte, Maura PSA:EX
To: Vasilev, Susan LASS:EX
Subject: Accepted:

From: Parte, Maura PSA:EX
To: Loubert, Danny PREM:EX
Subject: Accepted: HR Check in

From: [Parte, Maura PSA:EX](#)
To: [Nakashima, Tamao PSA:EX](#)
Subject: s.22
Date: June 17, 2019 9:20:28 AM

Hello Tamao,

Thanks for following up. The candidate's name is s.22
s.22

Maura

Page 209 of 275

Withheld pursuant to/removed as

s.13 ; s.22

From: Parte, Maura PSA:EX
To: LP Administrative Coordinators
Cc: Detlefsen, Kirsten SDPR:EX; Wade, Debbie PREM:EX
Subject: Welcome to Kirsten
Date: June 17, 2019 9:51:40 AM

Hello – we have a new Administrative Coordinator starting today.
s.22

Kirsten Detlefsen has joined the Office of Minister Simpson s.22
Please join us in welcoming Kirsten to the team.
Thanks all, Maura

Page 211 of 275 to/à Page 212 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Cc: [Loubert, Danny PREM:EX](#)
Subject: FW: On Boarding Forms.
Date: June 17, 2019 9:58:14 AM
Attachments: [Scan_20190614.pdf](#)
[Scan_20190614.pdf](#)
[Scan_20190613.pdf](#)
[Scan_20190613.pdf](#)
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[Scan_20190613.pdf](#)
[Scan_20190613.pdf](#)
[Scan_20190613.pdf](#)
[Scan_20190613.pdf](#)
[Scan_20190613.pdf](#)

Please see attached forms for s.22

Thanks

s.22

From: [Parte, Maura PSA:EX](#)
To: [Nelson, Shirley D PSA:EX](#)
Cc: [Brubacher, Kelly PSA:EX](#)
Subject: Office Contact List
Date: June 17, 2019 10:05:59 AM
Attachments: [1. Contact Information.pdf](#)

Hi Shirley, a couple of things have come to my attention re: contact lists, for inclusion in the office binder.

1. When employees on board they complete the attached personal contact information form, it's sent to payroll but no records are kept in the MO. Could we ask that they keep an up to date confidential MO contact list with personal contacts? I frequently have to track down home emails, addresses for offices because they don't keep this info.
2. When an employee starts they are not always updated in the GAL and added to relevant list serves. For example, there are list serves for employee groups plus no one is contacting GCPE to update the key contacts list.

Thank you,
Maura

From: Parte, Maura PSA:EX
To: Griffith, Gina PSA:EX
Subject: Employee relations

Hi Gina, I have an employee relations matter I am hoping to review with you. Please propose another time if this one doesn't work. Thank you

From: [Parte, Maura PSA:EX](#)
To: [Geary, Vanessa PREM:EX](#)
Subject: IM117
Date: June 17, 2019 11:36:46 AM

Hi VG, I received your note re: attendance this Thursday. I have asked for another webinar for July before the July 15 deadline to do a final clean up.
I will let you know when that's booked. M

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: s.22 Forms
Date: June 17, 2019 11:43:16 AM
Attachments: s.22

Hi Dawn-Lynn, please see attached forms for s.22

. Thank you

From: Parte, Maura PSA:EX
To: Phillips, Dawn-Lynn PSA:EX
Subject: s.22
Date: June 17, 2019 12:21:00 PM

Hi Dawn-Lynn, I am following up re: s.22
s.13; s.22

Thank you, Maura

From: S McConnell
To: Parte, Maura PSA:EX
Subject: Re: s.22
Date: June 17, 2019 12:51:30 PM

So do I still need to get her to fill out this form?

s.22

Page 220 of 275 to/à Page 221 of 275

Withheld pursuant to/removed as

s.22

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: RE: [s.22](#) Forms
Date: June 17, 2019 1:08:39 PM
Attachments: [image001.png](#)

Hi Maura – please have Part 6 – Minister/Employer Approval completed with Supervisor/Designated Authority Name, Signature and Date Signed.

s.22

Thank you.....dl

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



Where ideas work

From: Parte, Maura PSA:EX
Sent: June 17, 2019 11:43 AM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: s.22 Forms

Hi Dawn-Lynn, please see attached forms for s.22

Thank you

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: RE: Compensation Adjustments
Date: June 17, 2019 1:17:36 PM

Hi Maura – we should have letters for these increases. The ones that were processed (but we still should have a letter) are the ones from January).

The following folks did not receive an increase after one year –
s.22

Thank you.....dl

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



Where ideas work

From: Parte, Maura PSA:EX
Sent: June 17, 2019 11:34 AM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: Compensation Adjustments

Hi Dawn-Lynn, as we discussed last Friday, there are MO and PO employees that were eligible for the performance based increase this past spring that we may have missed when we implemented the compensation adjustments last fall. For staff appointed under the Salary Range Regulation the increase is available on the anniversary date of their employment, not on July 1. Included in this is employees who have an anniversary of employment date between July 1, 2018 and July 1, 2019. Employees hired after that date would only be eligible for any performance based increase announced July 1, 2019.

Here is the list of employees that may not have received the 2% performance based increase:
s.22

Are we able to check and see whether the adjustment was processed? If not, I can generate letters to support the implementation.

Thank you,
Maura

From: [Hockin, Amber PREM:EX](#)
To: [Singh, Jasmyn HLTH:EX](#)
Cc: [Parte, Maura PSA:EX](#)
Subject: Re: RESEND: evaluations - email 1 (PLEASE REFER TO THIS VERSION, AND ATTACHMENTS)
Date: June 17, 2019 6:00:59 PM

Excellent Jasmyn, very solid assessments. I appreciate your professionalism. Amber

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Jun 15, 2019, at 8:21 AM, Singh, Jasmyn HLTH:EX <Jasmyn.Singh@gov.bc.ca> wrote:

Apologies for the resend
Thank you

<Scan_20190614.pdf>

<s.22 pdf>

<s.22 docx>

<s.22 .docx>

<Scan_20190614.pdf>

.s.22 pdf>

From: [Parte, Maura PSA:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: FW: Offer Letter
Date: June 18, 2019 8:56:40 AM
Attachments: [Scan_20190617.pdf](#)

Hi Paula – I’m not sure whether you are in contact with ^{s.22} directly. This letter was sent to her government account which she may not be checking.
Did you have a chance to discuss with her? Thanks, Maura

s.22

Page 227 of 275

Withheld pursuant to/removed as

s.22

From: [Griffith, Gina PSA:EX](#)
To: [Shields, Laura PSA:EX](#); [Roberts, Sandy J PSA:EX](#); [Brennan, Stu PSA:EX](#); [Slaven, Erin PSA:EX](#); [Ritchie, Sarah PSA:EX](#); [Asselin, Gordon PSA:EX](#); [Norman, Sherri L PSA:EX](#); [Mosig, Tracy PSA:EX](#); [s.22 - Nuttall, Jennifer LDB:EX](#); [Kay, Mary PSA:EX](#); [Boucher, Cleo PSA:EX](#); [Hrad, Ellen PSA:EX](#); [Donald, Kelly PSA:EX](#); [Sosnoski, Angela PSA:EX](#); [Myhal, Glenda J PSA:EX](#); [Jensen, Allison H PSA:EX](#); [Cowan, Chris PSA:EX](#); [Mclean, Kenneth PSA:EX](#); [Sumra, Hardeep PSA:EX](#); [Rutledge, Caitlin PSA:EX](#); [Bonanni, Raegen PSA:EX](#); [Parte, Maura PSA:EX](#)
Cc: [Ferrara, Rita LDB:EX](#); [McConachie, Barrie LDB:EX](#); [Rafter, Michael LDB:EX](#); [Hatch, Peter LDB:EX](#); [Taylor, Darleen D PSA:EX](#); [Grewal, Mona LDB:EX](#); [Oreskovic, Lindsey LDB:EX](#); [Ng, Edwin PSA:EX](#)
Subject: Course by Marli Rusen: Fundamental Components of a Defensible Workplace Investigation
Attachments: [2019 Investigation Session Blurb.docx](#)

Please see attached overview of the training session. The course will start at 9:00am and end at 4:00pm. Please bring a pad of paper/notebook/etc. to take notes.

From: [Parte, Maura PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: Letter for [s.22](#)
Date: June 18, 2019 10:24:57 AM
Attachments: [s.22](#)

Hi Debbie, please see attached for Amber to review and sign. Thanks

Maura Parte, Manager, Human Resources

Office of the Deputy Minister | BC Public Service Agency

810 Blanshard Street | Victoria, BC | [V8W 9V1](#)

Office: [778-698-9278](#) | Cell: [250.213.6377](#)



Where ideas work

From: Parte, Maura PSA:EX
To: Morrison, Whitney IRR:EX
Subject: Call with Maura

From: Parte, Maura PSA:EX
To: Thickens, Melissa PSA:EX
Subject: Chat with Maura

Hi Melissa, thank you again for agreeing to meet. Please propose a new time if need be. Maura

From: Parte, Maura PSA:EX
To: Griffith, Gina PSA:EX
Subject: Accepted: Course by Marli Rusen: Fundamental Components of a Defensible Workplace Investigation

Page 233 of 275 to/à Page 234 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: s.22
Date: June 18, 2019 11:05:30 AM
Attachments: s.22

Hi Debbie, attached is the offer letter for s.22
s.22 Thank you, Maura

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: s.13; s.22
Date: June 18, 2019 11:32:54 AM
Attachments: s.22

Page 238 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Hockin, Amber PREM:EX](#)
Cc: [Wade, Debbie PREM:EX](#)
Subject: Staff Changes DRAFT
Date: June 18, 2019 1:03:42 PM

For distribution on Friday once signed off by Amber.

s.13

Page 240 of 275

Withheld pursuant to/removed as

s.13 ; s.22

Page 241 of 275

Withheld pursuant to/removed as

s.13

From: Parte, Maura PSA:EX
To: Morrison, Whitney IRR:EX
Subject: Call with Maura

Hi Whitney, I have moved the meeting to 3:45PM – it shouldn't take longer than 10 minutes. Thank you

From: [Parte, Maura PSA:EX](#)
To: [Maartman, William PSSG:EX](#)
Subject: RE: Performance Reviews
Date: June 18, 2019 3:37:43 PM

s.13

so a performance review with input from AC. Thanks

From: Maartman, William PSSG:EX
Sent: June 18, 2019 3:16 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: Performance Reviews

Hi Maura,

I'm working to get these performance reviews done this week for the staff in our office. One question is about s.13; s.22 And because of that do I need to complete the specifics s.22 form? Please advise.

Much thanks,
Will

Will Maartman
Sr. Ministerial Assistant | Assistant to the House Leader
Ministry of Public Safety and Solicitor General
778-679-4952

Page 244 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Morrison, Whitney IRR:EX](#)
Subject: Call with Maura

Hi Whitney, I have moved the meeting to 3:45PM – it shouldn't take longer than 10 minutes. Thank you

From: [Parte, Maura PSA:EX](#)
To: [Pater, Lori PSA:EX](#)
Subject: FOI Response 2019-93356
Date: June 18, 2019 4:21:54 PM
Attachments: [FOI Response PSA-2019-933656.pdf](#)

Hi Lori, please see attached. Thanks, Maura

From: [Parte, Maura PSA:EX](#)
To: [Randhawa, Kevin PSA:EX](#)
Subject: Accepted: Clerk 9 Inventory Information

From: Parte, Maura PSA:EX
To: Russell, Shannon CITZ:EX
Subject: Call with Maura

From: [Parte, Maura PSA:EX](#)
To: [Wade, Debbie PREM:EX](#)
Subject: Fwd:s.22
Date: June 19, 2019 12:54:52 PM
Attachments: s.22

Hi Debbie has this been sent yet? Thanks

Maura Parte
BC Public Service Agency
250-213-6377

Begin forwarded message:

From: "Parte, Maura PSA:EX" <Maura.Parte@gov.bc.ca>
Date: June 18, 2019 at 11:05:28 AM PDT
To: "Wade, Debbie PREM:EX" <Debbie.Wade@gov.bc.ca>
Subject: s.22

Hi Debbie, attached is the s.22
s.22

Thank you, Maura

Page 250 of 275

Withheld pursuant to/removed as

s.22

From: Parte, Maura PSA:EX
To: Hold - 200324 - Smith, Jessica C AG:EX
Subject: Accepted: Phone call w/ Jess Smith

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: FW: Summary of Upcoming Changes
Date: June 19, 2019 5:32:03 PM

Also, has Danny started the CRC as she is moving to a higher position, so normally another CRC would be completed. Thank you.....dl

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



Where ideas work

From: Phillips, Dawn-Lynn PSA:EX
Sent: June 19, 2019 5:30 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: RE: Summary of Upcoming Changes

s.13; s.22

s.13; s.22

you.....dl

Thank

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



Where ideas work

From: Parte, Maura PSA:EX
Sent: June 19, 2019 4:02 PM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: RE: Summary of Upcoming Changes

No, it should be coming through. s.22

so will check in the am. Thanks

From: Phillips, Dawn-Lynn PSA:EX

Sent: June 19, 2019 2:48 PM

To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: RE: Summary of Upcoming Changes

Thank you Maura – I have not seen the OIC yet. Has there been a delay in processing it? Thank you.....dl

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



Where ideas work

From: Parte, Maura PSA:EX

Sent: June 19, 2019 12:42 PM

To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Subject: RE: Summary of Upcoming Changes

Hi Dawn-Lynn, s.13; s.22
s.13; s.22

M

From: Phillips, Dawn-Lynn PSA:EX

Sent: June 19, 2019 10:53 AM

To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: RE: Summary of Upcoming Changes

Hi Maura – anything further or s.22 ' Thank you.....dl

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



Where ideas work

From: Parte, Maura PSA:EX

Sent: June 18, 2019 10:49 AM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Subject: Summary of Upcoming Changes

Summary of Upcoming Changes

June 17: Edena Brown moves to MA role in MCFD, \$73,440 (Band 2MS) – letter and OIC to come

June 24: James Infante to MA role in MCFD for Minister of State for Childcare, \$73,440 (Band 2MS) – letter and OIC underway, s.22

July 2: Paul Breschert to MA role in FIN, \$80,000 (Band 3MS), Danny to send onboarding forms, letter signed, OIC underway, s.22

July 4: Rhiannon Dubuc to AA (Clerk 9, Step 1) in TAC – Danny to send onboarding forms, letter and OIC underway, s.22

July 8: Hijal De Sarkar to EA in LBR, \$66,300 (Band 1MS) – Danny to send onboarding forms, letter and OIC underway, s.22

July 22: Tabitha Bernard to EA in AG, \$70,000 (Band 1MS) – Danny to send onboarding forms, letter signed, OIC underway, s.22

From: [Phillips, Dawn-Lynn PSA:EX](#)
To: [Parte, Maura PSA:EX](#)
Subject: RE: Summary of Upcoming Changes
Date: June 19, 2019 5:57:44 PM

Ok, thank you, please let me know if there is anything I need to do with Alisma. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
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Where ideas work

From: Parte, Maura PSA:EX
Sent: June 19, 2019 5:53 PM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: Re: Summary of Upcoming Changes

I she's not there will be 2 MAs and no EA.
The OIC should be lit any minute now.

Maura Parte
BC Public Service Agency
250-213-6377

On Jun 19, 2019, at 5:30 PM, Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca> wrote:

s.13; s.22

s.13; s.22 Or would you prefer we wait for the OIC? I like to have either letter or OIC when I send for processing. Thank you.....dl

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

<image001.jpg>

From: Parte, Maura PSA:EX
Sent: June 19, 2019 4:02 PM

To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Subject: RE: Summary of Upcoming Changes

No, it should be coming through. s.22

so will check in the am.

Thanks

From: Phillips, Dawn-Lynn PSA:EX

Sent: June 19, 2019 2:48 PM

To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: RE: Summary of Upcoming Changes

Thank you Maura – I have not seen the OIC yet. Has there been a delay in processing it?

Thank you.....dl

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

<image001.jpg>

From: Parte, Maura PSA:EX

Sent: June 19, 2019 12:42 PM

To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>

Subject: RE: Summary of Upcoming Changes

Hi Dawn-Lynn, s.13; s.22

s.13; s.22

M

From: Phillips, Dawn-Lynn PSA:EX

Sent: June 19, 2019 10:53 AM

To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>

Subject: RE: Summary of Upcoming Changes

Hi Maura – anything further on s.22 Thank you.....dl

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

<image001.jpg>

From: Parte, Maura PSA:EX

Sent: June 18, 2019 10:49 AM

To: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>; Phillips, Dawn-Lynn PSA:EX

<Dawn-Lynn.Phillips@gov.bc.ca>

Subject: Summary of Upcoming Changes

Summary of Upcoming Changes

June 17: Edena Brown moves to MA role in MCFD, \$73,440 (Band 2MS) – letter and OIC to come

June 24: James Infante to MA role in MCFD for Minister of State for Childcare, \$73,440 (Band 2MS) – letter and OIC underway, **s.22**

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Page 258 of 275 to/à Page 259 of 275

Withheld pursuant to/removed as

s.22

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Cc: [Loubert, Danny PREM:EX](#)
Subject: s.22
Date: June 20, 2019 8:45:00 AM
Attachments: [offer.pdf](#)
[offer 2.pdf](#)

Good morning DL, please see attached s.22
up with onboarding checklist and CRC.
Thank you, Maura

Danny will follow

From: [Parte, Maura PSA:EX](#)
To: [Grant, Lisa EDUC:EX](#)
Subject: FW: s.22
Date: June 20, 2019 8:46:30 AM

Hi Lisa, please see below re: s.22 playlist.

From: Phillips, Dawn-Lynn PSA:EX
Sent: June 19, 2019 5:18 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Cc: McKinstry, Cindy D FIN:EX <Cindy.McKinstry@gov.bc.ca>; Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: RE: s.22

Hi Maura – I do not think I let you know that this was updated last week. s.22
s.22 was moved onto playlist 062-1975. Thank you.....dl

Dawn-Lynn Phillips, HR Executive Support Services Advisor
Executive Talent Management
Deputy Minister's Office | BC Public Service Agency
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Where ideas work

From: Parte, Maura PSA:EX
Sent: June 10, 2019 2:56 PM
To: Phillips, Dawn-Lynn PSA:EX <Dawn-Lynn.Phillips@gov.bc.ca>
Subject: FW:s.22

From: [Parte, Maura PSA:EX](#)
To: [Phillips, Dawn-Lynn PSA:EX](#)
Subject: E Brown order
Date: June 20, 2019 9:54:28 AM
Attachments: [340-2019.pdf](#)

From: [Parte, Maura PSA:EX](#)
To: [Gunn, Paula MCF:EX](#)
Subject: E Brown Order
Date: June 20, 2019 9:54:48 AM
Attachments: [340-2019.pdf](#)

From: [Parte, Maura PSA:EX](#)
To: [LP Executive Assistants](#); [LP Premiers Vancouver Office](#)
Cc: [Bain, Don PREM:EX](#); [Brown, Edena MCF:EX](#); [Oreck, Mira PREM:EX](#)
Subject: Canceled: INFORMATION MANAGEMENT IM117 TRAINING
Attachments: [2019 IM Refresh Training - For MO staff- new DGD content - \(no notes\).pptx](#)
[Refresher training attestation.docx](#)
Importance: High

Please see the attached PPT presentation and the attestation form for today's IM117 session. You will need your Employee ID to fill it out. If you don't know your Employee ID you can see it in the Time and Pay system.

.....
Join Skype Meetings. **s.15; s.17**

s.15; s.17

From: [Parte, Maura PSA:EX](#)
To: [Macphee, Norm D AG:EX](#)
Subject: FW: s.22
Date: June 20, 2019 10:46:38 AM
Attachments: s.22

From: MacDonald, Alex MMHA:EX
Sent: June 19, 2019 12:37 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: s.22

Attached

Alex MacDonald

Senior Ministerial Assistant to the Honourable Judy Darcy
Minister of Mental Health and Addictions
Government of British Columbia
C: 778.584.1371
E: Alex.MacDonald@gov.bc.ca

From: Parte, Maura PSA:EX
To: Hockin, Amber PREM:EX
Subject: Accepted: Check in w/ Amber & Maura

From: Ho. Theresa JTT:EX
To: Parte. Maura PSA:EX
Subject: Accepted: INFORMATION MANAGEMENT IM117 TRAINING

Am I mistaken that this info session is canceled? I received a notification this morning.

Thanks,

Theresa

From: [Parte, Maura PSA:EX](#)
To: [Ho, Theresa JTT:EX](#)
Subject: RE: INFORMATION MANAGEMENT IM117 TRAINING
Date: June 20, 2019 1:58:15 PM

NO – not at all, please join

-----Original Appointment-----

From: Ho, Theresa JTT:EX
Sent: June 20, 2019 1:57 PM
To: Parte, Maura PSA:EX
Subject: Accepted: INFORMATION MANAGEMENT IM117 TRAINING
When: June 20, 2019 2:00 PM-3:30 PM (UTC-08:00) Pacific Time (US & Canada).
Where: Skype Meeting

Am I mistaken that this info session is canceled? I received a notification this morning.

Thanks,
Theresa

From: [Parte, Maura PSA:EX](#)
To: [Jones, Tristan FLNR:EX](#)
Subject: RE: FOI meeting now
Date: June 20, 2019 2:05:09 PM

Thank you – do you have materials? M

From: Jones, Tristan FLNR:EX
Sent: June 20, 2019 2:01 PM
To: Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca>
Subject: FOI meeting now

Hi Maura,

Am on the phone not Skype just in case you are waiting for me.

Tristan

From: [Parte, Maura PSA:EX](#)
To: [s.22](#) - [Gunn, Paula MCF:EX](#)
Subject: Re: E Brown Order
Date: June 20, 2019 3:05:55 PM

Today

On Jun 20, 2019, at 2:58 PM, Gunn, Paula MCF:EX <Paula.Gunn@gov.bc.ca> wrote:

Thank you Maura, when will this be posted?

Sent from my iPhone

On Jun 20, 2019, at 9:54 AM, Parte, Maura PSA:EX <Maura.Parte@gov.bc.ca> wrote:

<340-2019.pdf>

Page 271 of 275 to/à Page 273 of 275

Withheld pursuant to/removed as

s.22

From: McLaren, Chris PREM:EX
To: Parte, Maura PSA:EX
Subject: IM 117 Refresh
Date: June 21, 2019 1:22:21 PM
Attachments: [Scan_20190621.pdf](#)

Hi Maura,
Signed copy as requested.
Cheers,
Chris

From: s.15 <Chris.McLaren@gov.bc.ca>
Sent: June 21, 2019 1:21 PM
To: McLaren, Chris PREM:EX <Chris.McLaren@gov.bc.ca>
Subject: Scan From <Device Name>

Page 275 of 275

Withheld pursuant to/removed as

s.22