



May 17, 2011

File No.: 1385-20/Haakstad, K

s.22

Kimberly Haakstad

s.22

Dear Kimberly:

Re: Order-In-Council Appointment  
Deputy Chief of Staff in the Office of the Premier

I am pleased to confirm your appointment through Order-In-Council to the position of Deputy Chief of Staff with the Office of the Premier, effective March 14, 2011. Your salary will be \$5,519.51 bi-weekly, which is \$144,000.00 annually.

You have been authorized to receive a lump sum of \$5,592.88 to assist toward relocation costs due to your move from Vancouver to Victoria. Within a year of the effective date of the relocation, please submit receipts for real estate and legal fees and they will be reimbursed in accordance with the amounts set up in the relocation policy. This assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for these expenses. Relocation is a taxable benefit and you will be taxed accordingly. You will need to sign the "New Appointees Relocation Assistance Application and Assignment of Wages Agreement."

The terms and conditions of your employment are equivalent to those established for Category C Employees. The terms and conditions of employment can be found at:

<https://employee.gov.bc.ca/src/sections.cfm?sectionID=362>

I wish you success in your appointment. Please call me if you have any questions.

Sincerely,

Connie Der  
HR Service Representative  
BC Public Service Agency  
250-952-0272

pc: Michelle Leamy, Director, Executive Operations



March 2, 2012

Barinder Bhullar

s.22

Dear Barinder,

RE: Order-In-Council Appointment  
Senior Outreach Coordinator, Office of the Premier

This is to re-confirm your appointment through Order-In-Council to the position of Senior Outreach Coordinator with the Officer of the Premier and to outline the relocation assistance that will be provided to you for your move from Victoria to Vancouver.

Relocation assistance provided will be in accordance with the relocation policy found in the terms and conditions for excluded employees. The terms and conditions of employment can be found at [http://www2.gov.bc.ca/myhr/content\\_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-fffd7a99cb29](http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-fffd7a99cb29).

As discussed, you have within a year of the effective date of the relocation, the ability to submit receipts for real estate and legal fees and they will be reimbursed in accordance with the amounts set up in the relocation policy. Relocation assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for the expenses. Relocation is a taxable benefit and you will be taxed accordingly. You will need to sign the "New Appointees Relocations Assistance Application and Assignment of Wages Agreement."

I wish you continued success in your appointment. Please call me if you have any questions.

Sincerely,

Tracey Drebett  
Human Resources Service Representative  
BC Public Service Agency  
604-660-3929

pc: Michelle Leamy, Director, Executive Operations



October 17, 2011

Brian Bonney

s.22

Dear Brian:

**Re: Communications Director  
Strategic Leadership Role  
Position # 103659; Pay list # 112-5294  
Multiculturalism Communications  
Government Communications and Public Engagement, Vancouver**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Communications Director, assigned to the Multiculturalism Communications office. This appointment will be effective October 17, 2011, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$108,000.00 annually (or \$4,139.63 bi-weekly). Your supervisor will be Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations.

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

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check. New criminal records checks will be conducted periodically and at least every five years. During your employment with the BC Public Service, you will be required to notify your manager or supervisor in the event you are arrested, charged or convicted of any criminal offence.

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

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

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

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Government Communications and  
Public Engagement

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

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

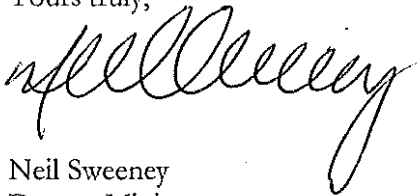
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton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

To indicate your acceptance of this appointment and agreement with the terms outlined in this letter, I ask that you sign in the appropriate space provided, include all requested information, and return this letter by fax to Government Communications and Public Engagement at 250 387-3534, no later than 4:00 p.m. on Wednesday, October 19, 2011.

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

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

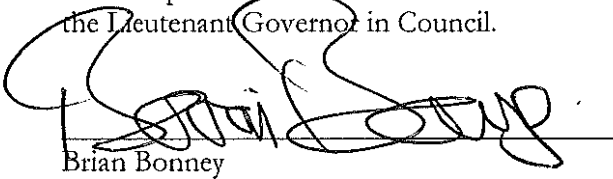
Yours truly,



Neil Sweeney  
Deputy Minister

pc: Kelly Gleeson, ADM, Communications and Media Relations Communications  
Denise Champion, Executive Director, Corporate Services  
Connie Der, HR Services Representative, BC Public Service Agency

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

  
Brian Bonney

Oct 17, 2011  
Date

Employee Number (if previous/current BC Government Employee): \_\_\_\_\_

Date of Birth (Year/Month/Day): \_\_\_\_\_ s.22

Social Insurance Number: \_\_\_\_\_ s.22

I decline this offer.

\_\_\_\_\_  
Brian Bonney

\_\_\_\_\_  
Date

**Kotchonoski, Darlene E CITZ:EX**

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Thursday, May 17, 2012 3:23 PM  
**To:** Drebett, Tracey J PSA:EX  
**Subject:** FW: Staff Changes - Fiera Lo - s.22

Hi Tracey: here is the information required to generate an employee ID for Fiera:

s.22

Thanks. m

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Thursday, May 17, 2012 3:22 PM  
**To:** Drebett, Tracey J PSA:EX  
**Subject:** Staff Changes

Hi Tracey – please be advised that Fiera Lo is being appointed Executive Assistant to Minister Yap effective Monday, May 28, 2012. Her remuneration will begin at Step 6.

I will forward her start-up papers to you.

m

E-mail Message

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**From:** Leamy, Michelle T PREM:EX  
[EX:/O=BCGOVT/OU=VICTORIA1/CN=LEGISLATIVE  
PRECINCT/CN=MTLEAMY]  
**To:** Der, Connie PSA:EX [EX:/O=BCGOVT/OU=Victoria1/cn=Recipients/cn=CJDER]  
**Cc:**  
**Sent:** 2011-06-22 at 9:37 AM  
**Received:** 2011-06-22 at 9:37 AM  
**Subject:** FW: Staff Changes

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Hi Connie: here is the information to generate an employee id for Pamela:

s.22

Thanks.

m

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Wednesday, June 22, 2011 9:36 AM  
**To:** Der, Connie PSA:EX; Fischer, Lori PSA:EX  
**Subject:** Staff Changes

Please be advised that Pamela Martin is being appointed Director of Outreach, Premier s Office, effective today. Her remuneration will begin at Band E, Step 6 (\$130,000.11 per annum).

Thanks.

m

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

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

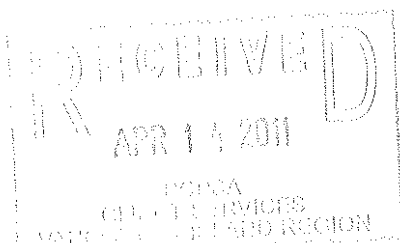
Kimberly Haakstad

Employee Signature

Tue Apr. 12/11

Date

Pc: BCPSA HR Client Services for Employee Personnel File



## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

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

Pamela Martin  
Employee Signature

June 21, 2011  
Date

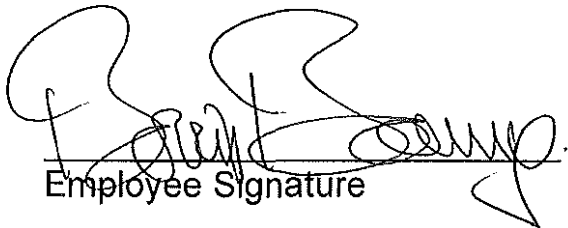
Pc: BCPSA HR Client Services for Employee Personnel File



## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

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

  
Employee Signature

Oct 17, 2011  
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Sent in mail to C. Der@BCPSA Oct 19/11

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

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

  
\_\_\_\_\_  
Employee Signature

May 28, 2012  
Date

Pc: BCPSA HR Client Services for Employee Personnel File



Where ideas work

INFORMATION FOR NEW APPOINTMENTS

**Re: Policy Statement - Standards of Conduct**

Policy concerning Standards of Conduct may be found at <https://employee.gov.bc.ca/src/sections.cfm?sectionID=455>

The objectives of this directive are to describe the standards of conduct expected of employees and to define Employer and employee responsibilities related to them. Public Service employees who breach the policies in this directive may be subject to disciplinary action up to and including dismissal.

You will note that some of the principles described in this statement are reflected in the Oath of Employment taken by all employees upon entering the Public Service. Would you please ensure you read the directive and adhere to the principles declared and the procedures to be followed, noting especially the accountabilities of employees.

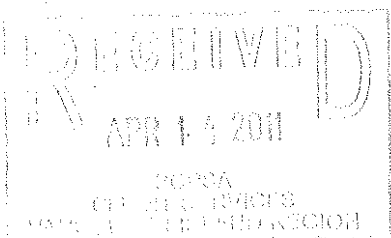
Please sign the statement at the bottom of this memorandum and return to Client Services, BC Public Service Agency within ten working days. Please retain the attached policy statement for your records.

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

Kimberly Haakstad  
Signature

Kimberly Haakstad  
Name

March 16/11  
Date



**Re: Policy Statement - Standards of Conduct**


Policy concerning Standards of Conduct may be found at  
<https://employee.gov.bc.ca/src/sections.cfm?sectionID=455>

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

  
Signature

PAMELA MARTIN  
Name

June 31, 2011  
Date



Where ideas work

INFORMATION FOR NEW APPOINTMENTS

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

Signature

Brian Bonney

Name

Oct 17 2011

Date

Sent in mail to Connie for BCPSA Oct 19/11 (initials)



Where ideas work

Standards of Conduct  
Acknowledgement

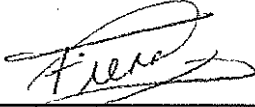
The **Standards of Conduct Policy** for BC Public Service employees can be read online and downloaded in printable format.

The objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them. Some of the principles described in the policy statement are reflected in the Oath of Employment taken by all employees upon entering the Public Service.

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

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. **Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days.** Retain the attached policy for your records.

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

	FICRA LO	MAY 28, 2012
_____ Signature	_____ Name	_____ Date

*Brought to you by the*

BC Public Service Agency