



April 4, 2012

File: 1385-20/LOIA

Employee ID: s.22

Catherine Loiacono  
Senior Public Affairs Officer  
Finance Communications  
Government Communications and Public Engagement  
PO Box 9468, Stn Prov Govt  
Victoria BC V8W 9V8

Dear Catherine:

**Re: Strategic Communications Advisor  
Business Leadership Role  
Position # 102808; Pay list # 112-5298  
Strategic Planning and Public Engagement  
Government Communications and Public Engagement, Victoria**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Strategic Communications Advisor, assigned to Strategic Planning and Public Engagement. The start date of this appointment will be confirmed shortly, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$82,097.29 annually (or \$3,146.78 bi-weekly), which is 100% of the salary range established for this position. Your supervisor will be John Paul Fraser, Assistant Deputy Minister, Strategic Planning and Public Engagement.

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.

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.

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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

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, and return this letter by fax to Government Communications and Public Engagement at 250 387-3534, no later than 4:00 p.m. on Thursday, April 5, 2012.

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.

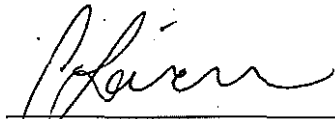
Yours truly,



for Athana Mentzelopoulos  
Deputy Minister

pc: John Paul Fraser, Assistant Deputy Minister, Strategic Planning and Public Engagement  
Denise Champion, Executive Director, Corporate Services  
Tracey Drebett, 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.

  
Catherine Loiacono

April 10, 2012  
Date

☐ I decline this offer.

Catherine Loiacono

Date



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.



Signature

Catherine Loiacono

Name

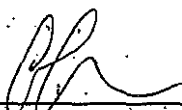
Sept. 26, 2011

Date

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Catherine Lotacono, 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

Sept. 26, 2011  
Date

Pc: BCPSA HR Client Services for Employee Personnel File

## Relocation Assistance and/or House Hunting Expense Report and Assignment of Wages Agreement

☐ **Employee Applicants:** I acknowledge that I am moving and receiving relocation expenses as a result of a staffing action. As such, I agree to the following conditions.

**OR**

☒ **New Appointees:** In consideration of the assistance / reimbursement of expenses of \$ 3500 as requested here to assist in the payment of my relocation and/or house hunting expenses in moving, I agree to the following conditions.



It is understood and agreed that should I resign from the service of the Government of British Columbia prior to completing 24 months of service, the amount of expenses / assistance granted to me will be repaid on the prorata basis of:

- One-twenty fourth of the total amount of relocation expenses / assistance and/or house hunting expenses received for each full and partial month, if any, that my employment falls short of 24 months full time (or equivalent service).
- Where the employee / appointee is at work beyond the 15<sup>th</sup> day of the final partial month, that final partial month will be considered to be a completed month of service for purposes of calculating the amount to be repaid.

*For the purpose of repayment, the Minister of Finance is hereby authorized to recover any outstanding portions of the relocation assistance through payroll deduction or other remuneration deduction without further notice.*

*Nothing contained herein shall prejudice the right of the Ministry to recover any outstanding advance or portion thereof after termination of employment.*

I understand and agree to these terms and conditions.

Date: <u>Oct. 6, 2011</u>	Employee's / New Appointee's Signature and Printed Name: <u>Catherine Loiacono</u> 
Date: <u>Oct 6, 2011</u>	Witness Signature and Printed Name: <u>Michelle Rowse</u> 

**Complete and sign in duplicate and return two copies to the issuing office. Retain a copy for your personal records.**

**Note:** Canada Revenue Agency may deem this to be taxable allowance and should be contacted directly for further information.

pc. Financial Services and Administration Branch, Ministry of Finance  
pc. BC Public Service Agency, HR Client Services, Personnel File



August 31, 2011

Catherine Lolocono

s.22

Via email to: s.22

Dear Catherine:

**Re: Senior Public Affairs Officer  
Business Leadership Role  
Position # 103384; Pay list # 112-5311  
Labour Citizens' Services and Open Government Communications  
Government Communications and Public Engagement, Victoria**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Senior Public Affairs, assigned to the Labour, Citizens' Services and Open Government Communications office. This appointment will be effective September 26, 2011, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$76,743.24 annually (or \$2,941.56 bi-weekly), which is 100% of the salary range established for this position. Your supervisor will be David Greer, Communications Director.

I am pleased to advise you that Government Communications and Public Engagement is able to offer you a three day house hunting trip and \$3,500.00 assistance towards relocation costs. House hunting and relocation assistance are recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Upon acceptance of this offer, you will be provided with further details regarding your relocation reimbursement. Relocation assistance is a taxable benefit and you will be taxed accordingly.

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.

Government Communications and  
Public Engagement

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

Location Address:  
4th Floor, 617 Government Street  
General Enquiries: 250 387-1327

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.

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 Thursday, September 1, 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,



Ned Sweeney  
Deputy Minister

pc David Greer, Communications Director, LCTZ 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.

Catherine Lolocono  
Catherine Lolocono

September 06, 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.

\_\_\_\_\_  
Catherine Lolocono

\_\_\_\_\_  
Date