

PROVINCE OF BRITISH COLUMBIA
ORDER OF LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **452**, Approved and Ordered **SEP 20 2011**




Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to Order in Council 71/2011 is amended by adding the following appointment:

| Column 1 Person | Column 2 Position | Column 3 Premier/Minister | Column 4 Remuneration |
|-----------------------|----------------------|------------------------------|--------------------------|
| GARFINKEL, Gabriel | Executive Assistant | Premier | Beginning at Step 3 |



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 71/2011

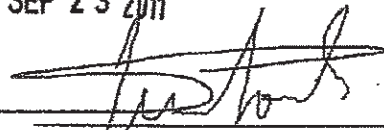
September 19, 2011

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PROVINCE OF BRITISH COLUMBIA
ORDER OF LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **463**, Approved and Ordered **SEP 23 2011**


Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that the Schedule to Order in Council 71/2011 is amended by adding the following appointment:

| Column 1 Person | Column 2 Position | Column 3 Premier/Minister | Column 4 Remuneration |
|--------------------|-----------------------|---|--------------------------|
| HODGE, Jessica | Ministerial Assistant | Minister of Public Safety and Solicitor General | Beginning at Step 2 |


Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 71/2011

September 20, 2011

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REPORTING RELATIONSHIP:

The Executive Assistant to the Premier reports to the Deputy Chief of Staff, Operations.

ROLE:

The Executive Assistant to the Premier is responsible for assisting the Premier in performing her day to day responsibilities.

KEY RESPONSIBILITIES:

- Working with the Deputy Chief of Staff, provides information to the Premier regarding her daily schedule and events.
- Travel with the Premier to meetings and events.
- Provide information to Deputy Chief of Staff in the Premier's office to ensure follow-up on all Premier's meetings.
- Provide all services and duties, as required, to ensure successful Premier's travel and follow-up.
- Complete projects as requested by the Premier, Chief of Staff or Deputy Chief of Staff.