

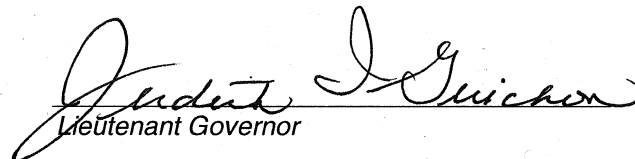
**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No.

**235**

, Approved and Ordered

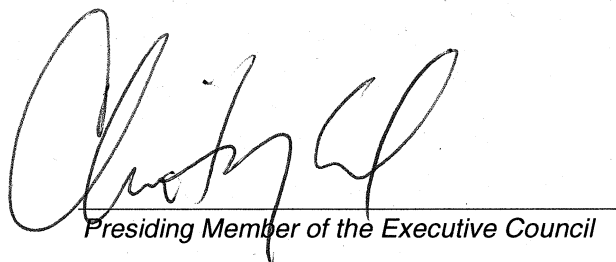
**JUN 10 2013**

  
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

- (a) each person named in Column 1 of the Schedule to this order is appointed to the position, shown opposite in Column 2, in the office of the minister or Premier shown opposite in Column 3,
- (b) a person appointed to a position under paragraph (a) of this order
  - (i) is to be paid in accordance with the Salary Range Order, Order in Council 588/2006, beginning at the step shown in Column 4 of the Schedule to this order opposite the person's name, and
  - (ii) is to have the terms and conditions of employment equivalent to those established for Category C appointments in Order in Council 806/89,
- (c) each position to which a person is appointed under paragraph (a) of this order is a position that requires the incumbent to act in a confidential capacity to a member of the Executive Council, and
- (d) if a person appointed to a position under paragraph (a) of this order held a position by appointment under section 15 of the *Public Service Act* immediately before the making of the appointment under paragraph (a), that earlier appointment is rescinded.

  
Presiding Member of the Executive Council

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*(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: \_\_\_\_\_

June 9, 2013

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O/294/2013/27

## SCHEDULE

<i>Column 1</i> Person	<i>Column 2</i> Position	<i>Column 3</i> Premier/Minister	<i>Column 4</i> Remuneration
Not Responsive			
CAMPBELL, Carolyn	Chief of Staff	Minister of Aboriginal Relations and Reconciliation	Beginning at Step 2
Not Responsive			
LOIACONO, Sabrina	Chief of Staff	Minister of Advanced Education	Beginning at Step 2
Not Responsive			
BILL, Karen	Chief of Staff	Minister of Agriculture	Beginning at Step 2
Not Responsive			
RICHMOND, Valerie	Chief of Staff	Minister of Children and Family Development	Beginning at Step 5
Not Responsive			
HOLME, Matthew	Chief of Staff	Minister of Community, Sport and Cultural Development	Beginning at Step 2
Not Responsive			
STICKNEY, Matthew	Chief of Staff	Minister of Education	Beginning at Step 5
MARSH, Kyle	Chief of Staff	Minister of Energy and Mines and Minister Responsible for Core Review	Beginning at Step 2
Not Responsive			
MAKSYMETZ, Richard	Chief of Staff	Minister of Finance	Beginning at Step 7

## SCHEDULE

Not Responsive

STRONGITHARM, Bruce	Chief of Staff	Minister of Forests, Lands and Natural Resource Operations	Beginning at Step 7
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Not Responsive

FACEY, Nick	Chief of Staff	Minister of Health	Beginning at Step 5
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Not Responsive

PARHAR, Tejindar	Chief of Staff	Minister of International Trade and Minister Responsible for Asia Pacific Strategy and Multiculturalism	Beginning at Step 5
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LALARI, Terry	Chief of Staff	Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour	Beginning at Step 3
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Not Responsive

SOUTHERN, Evan	Chief of Staff	Minister of Justice	Beginning at Step 5
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Not Responsive

MYERS, Tobie	Chief of Staff	Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier	Beginning at Step 6
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Not Responsive

DICK, Joan	Chief of Staff	Minister of Social Development and Social Innovation	Beginning at Step 6
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DENNEY, James	Chief of Staff	Minister of Technology, Innovation and Citizens' Services	Beginning at Step 6
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Not Responsive

WOLFORD, Jessica	Chief of Staff	Minister of Transportation and Infrastructure	Beginning at Step 2
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Not Responsive

PROVINCE OF BRITISH COLUMBIA


ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

**230**


, Approved and Ordered

**JUN - 3 2013**

  
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 Salary Range Order, 2006, Order in Council 588/2006, is amended as set out in the attached Schedule.

  
Presiding Member of the Executive Council

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*(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 588/2006

June 3, 2013

page 1 of 2

O/267/2013/33

## SCHEDULE

- 1 *Section 1 of the Salary Range Order, Order in Council 588/2006, is amended*
  - (a) *in the definition of "Band A Salary Range" by striking out "\$94 500;" and substituting "\$105 000;"*,
  - (b) *in the definition of "Band C Salary Range" by striking out "\$195 148;" and substituting "\$230 000;"*, and
  - (c) *by repealing the definitions of "Band D Salary Range" and "Band D Staff".*
- 2 *Section 2 (1) is amended by striking out "a Ministerial Assistant, Director of Issues Management and Manager, Media Monitoring" and substituting "a Chief of Staff, Minister's Office, and Ministerial Assistant".*
- 3 *Section 2 (4) is amended by adding the following paragraph:*
  - (c) Deputy Chief of Staff.
- 4 *Section 2 (5) is repealed.*
- 5 *Section 4 (1) is repealed.*
- 6 *Section 4 is amended*
  - (a) *in subsection (2) by striking out "Band B Staff, Band C Staff and Band D Staff." and substituting "Band B Staff and Band C Staff."*
  - (b) *in Table 1 by adding the following row:*

<i>Column 1</i>	<i>Column 2</i>
<b>Band A Staff</b>	<b>Band A Salary Range</b>
Step 7	\$105,000

*and,*

- (b) *in Table 4 by adding the following row:*

<i>Column 1</i>	<i>Column 2</i>
<b>Band C Staff</b>	<b>Band C Salary Range</b>
Step 7	\$230,000

- 7 *Table 5 is repealed.*

**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No.

**239**

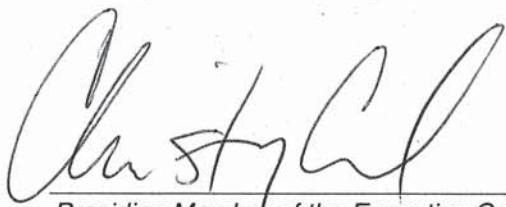
, Approved and Ordered

**JUN 10 2013**

  
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 Salary Range Order, Order in Council 588/2006, is amended as set out in the attached Schedule.

  
Presiding Member of the Executive Council

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*(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 588/2006

June 9, 2013

page 1 of 2

O/293/2013/33

## SCHEDULE

- 1 *Section 1 of the Salary Range Order, Order in Council 588/2006, is amended in the definition of "Band A Salary Range" by striking out "\$105 000;" and substituting "\$102 000;".*
- 2 *Section 2 (1.1) is amended by adding the following paragraph:*  
(o) Director of Community and Stakeholder Relations.
- 3 *The Compensation Guidelines Schedule is amended by repealing Table 1 and substituting the following:*

TABLE 1

<i>Column 1</i> Band A Staff	<i>Column 2</i> Band A Salary Range
Step 1	\$66 150
Step 2	\$72 000
Step 3	\$78 000
Step 4	\$84 000
Step 5	\$90 000
Step 6	\$96 000
Step 7	\$102 000

**From:** Leamy, Michelle T PREM:EX  
**Sent:** Monday, June 10, 2013 8:23 AM  
**To:** Der, Connie J PSA:EX

Hi Connie: these appointments are effective today. thanks. m

<b>Column 1 Person</b>	<b>Column 2 Position</b>	<b>Column 3 Premier/Minister</b>	<b>Column 4 Remuneration</b>
		Not Responsive	
CAMPBELL, Carolyn	Chief of Staff	Minister of Aboriginal Relations and Reconciliation	Beginning at Step 2
		Not Responsive	
LOIACONO, Sabrina	Chief of Staff	Minister of Advanced Education	Beginning at Step 2
		Not Responsive	
BILL, Karen	Chief of Staff	Minister of Agriculture	Beginning at Step 2
		Not Responsive	
RICHMOND, Valerie	Chief of Staff	Minister of Children and Family Development	Beginning at Step 5
		Not Responsive	
HOLME, Matthew	Chief of Staff	Minister of Community, Sport and Cultural Development	Beginning at Step 2
		Not Responsive	
STICKNEY, Matthew	Chief of Staff	Minister of Education	Beginning at Step 5
MARSH, Kyle	Chief of Staff	Minister of Energy and Mines and Minister Responsible for Core Review	Beginning at Step 2
		Not Responsive	



MAKSYMETZ, Richard	Chief of Staff	Minister of Finance	Beginning at Step 7
		Not Responsive	
STRONGITHARM, Bruce	Chief of Staff	Minister of Forests, Lands and Natural Resource Operations	Beginning at Step 7
		Not Responsive	
FACEY, Nick	Chief of Staff	Minister of Health	Beginning at Step 5
		Not Responsive	
PARHAR, Tejindar	Chief of Staff	Minister of International Trade and Minister Responsible for Asia Pacific Strategy and Multiculturalism	Beginning at Step 5
LALARI, Terry	Chief of Staff	Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour	Beginning at Step 3
		Not Responsive	
SOUTHERN, Evan	Chief of Staff	Minister of Justice	Beginning at Step 5
		Not Responsive	
MYERS, Tobie	Chief of Staff	Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier	Beginning at Step 6
		Not Responsive	
DICK, Joan	Chief of Staff	Minister of Social Development and Social Innovation	Beginning at Step 6
DENNEY, James	Chief of Staff	Minister of Technology, Innovation and Citizens' Services	Beginning at Step 6
		Not Responsive	
WOLFORD, Jessica	Chief of Staff	Minister of Transportation and Infrastructure	Beginning at Step 2
		Not Responsive	

## Role Description – Chief of Staff to the Minister

### POSITION SUMMARY:

Reporting to the Chief of Staff to the Premier, the position has overall responsibility for the management of the Minister's Office, including supporting the Minister in the areas of human resources leadership, issues management; analysis of policy inputs; correspondence management; and assistance to the Chief of Staff to the Premier, Premier's Executive Team, Members of the Legislative Assembly, Deputy Minister and the public. It requires leadership and sound judgement in identifying issues that require action, recommendations and resolution. The position also requires attention to deadlines and details, and an ability to work under tight deadlines while balancing priorities. This position must have the ability to influence, provide leadership to the team and exemplify the characteristics of teamwork, ethics, diplomacy, tact, and discretion, to ensure public trust and confidence.

### ACCOUNTABILITIES/RESPONSIBILITIES:

- Provides strategic advice to the Minister, Chief of Staff to the Premier, Premier's Executive Team, Members of the Legislative Assembly (MLAs) on current and emerging issues facing the Ministry, which requires a broad knowledge of both Government and Ministry programs and policies.
- Brings urgent and politically sensitive matters to the attention of the Minister and the Chief of Staff to the Premier, and/or the Premier's Executive Team.
- With a sound understanding of government's legislative timetable, ensures that briefings, speeches and other materials required to carry forward the Ministry's legislative agenda are available to the Minister in a timely and comprehensive manner.
- Reviews all speeches, messages and communications materials for the Minister to ensure that Ministry policies are well positioned, requiring a thorough knowledge of Ministry's mandate, programs and business plan.
- Reviews correspondence and briefings prepared for the Minister, ensuring timely, accurate and appropriate preparation and content. This requires a broad knowledge of Ministry and Government programs, sensitivity to confidential matters, an understanding of Minister's writing styles, and a dedication to quality.
- Handles enquiries from Premier and MLAs' offices on issues affecting British Columbians, which requires a broad knowledge of Ministry and Government programs, a knowledge of non-Government programs, and research skills in providing appropriate and timely replies.
- Leads and coordinate the scheduling of the Minister's meetings and travel; directs professional staff in the delivery of materials which are prepared for these functions.
- Where required, attends meetings with the Minister and notes and determines steps/deadlines in pursuing action items.
- Direct supervisor of all positions within the Minister's office.
- Promotes a team approach within the Minister's office by contributing to a strong performance culture that embraces innovation, promotes respect, customer service and achieves results.
- Leads, coaches, and mentors a staff team to meet business and operational plan targets while promoting opportunities for professional growth, development and effective succession planning.
- Manages the Minister's Office budget and maintaining operational plans that are consistent with the Government of British Columbia and ministry business plans.

## COMPETENCIES:

**Leading People**, the Chief of Staff must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing employees, providing opportunities for growth, and managing issues with their organization.

The Chief of Staff models **Integrity and Authenticity**, building a culture of trust, integrity, risk taking and creative thinking in the organization through demonstrating personal integrity, using feedback to self improve, following through on commitments and acting consistently with the espoused values and culture of the organization.

The Chief of Staff demonstrates **Organizational Commitment and Awareness**. Organizational commitment is the ability and willingness to align one's own behaviour with the needs, priorities and goals of the organization, and to promote organizational goals to meet organizational needs. It also includes acting in accordance with organizational decisions and behaving with integrity.

**Results Orientation** is a concern for surpassing a standard of excellence. Knowing which results are important, focusing resources to achieve them in alignment with the goals for the ministry and government.

**Holding People Accountable** involves setting high standards of performance and holding team members, and others accountable for results and actions.

## Role Description – Chief of Staff to the Minister

### Position Summary:

Reporting to the Chief of Staff to the Premier, the position is the most senior in the Minister's office, and has overall responsibility for the management of the Minister's Office, including supporting the Minister in the areas of human resources leadership; issues management; analysis of policy inputs; correspondence management; and assistance to the Chief of Staff to the Premier, Premier's Executive Team, Members of the Legislative Assembly, Deputy Minister and the public. The position requires leadership and sound judgement in identifying issues that require action, recommendations and resolution. The position also requires attention to details, and an ability to work under tight deadlines while balancing priorities. The person who holds this role must have the ability to influence, provide leadership to the team and exemplify the characteristics of teamwork, ethics, diplomacy, tact and discretion, to ensure public trust and confidence.

### ACCOUNTABILITIES/RESPONSIBILITIES:

- Provides direct supervision and performance management of all positions within the Minister's office.
- Promotes a team approach within the Minister's office by contributing to a strong performance culture
- Leads, coaches, and mentors a staff team to meet business and operational plan targets while promoting opportunities for professional growth, development and effective succession planning.
- Manages the Minister's Office budget and maintains operational plans that are consistent with the Government of British Columbia and the Ministry Service Plan.
- Provides strategic advice to the Minister, Chief of Staff to the Premier, Premier's Executive Team, Members of the Legislative Assembly (MLAs) on current and emerging issues facing the Ministry, which requires a broad knowledge of both Government and Ministry programs and policies.
- Brings urgent and politically sensitive matters to the attention of the Minister and the Chief of Staff to the Premier, and/or the Premier's Executive Team.
- With a sound understanding of government's legislative timetable, ensures that briefings, speeches and other materials required to carry forward the Ministry's legislative agenda are available to the Minister in a timely and comprehensive manner.
- Handles enquiries from Premier and MLAs' offices on issues affecting British Columbians, which requires a broad knowledge of Ministry and Government programs, knowledge of non-Government programs, and research skills in providing appropriate and timely replies.

### COMPETENCIES:

**Leading People**, the Chief of Staff must motivate, empower and lead employees to accomplish goals and objectives, rewarding high performance, promoting empowerment and developing employees, providing opportunities for growth, and managing issues with their organization.

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