



June 10, 2013

File: 1385-20 /PHEL

Blair Phelps

S22

Via email: Blair.Phelps@leg.bc.ca

Dear Blair:

**Re: Confirmation of Assignment
Communications Director
Strategic Leadership Role
International Trade Communications
Government Communications and Public Engagement, Victoria**

On behalf of Government Communications and Public Engagement, I am pleased to confirm your assignment effective June 10, 2013, will be with International Trade Communications.

Your supervisor will be Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations. All other terms and conditions of employment remain the same.

Please feel free to contact Denise Champion at 250 953-4685, if you have any questions regarding this reassignment. I wish you continued success in your career.

Yours truly,

Athana Mentzelopoulos
Deputy Minister

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



June 4, 2013

Blair Phelps
Research Director
Legislative Assembly
Victoria BC

Via email: Blair.Phelps@leg.bc.ca

Dear *Blair*

**Re: Communications Director
Strategic Leadership Role
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 Communications Director. Your assignment will be confirmed shortly. This appointment will be effective June 10, 2013, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$95,438.46 annually (or \$3,658.15 bi-weekly), which is 93% of the salary range established for this position. 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.

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.

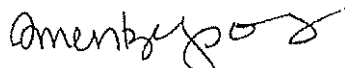
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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, June 6, 2013.

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.

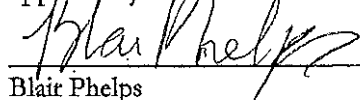
Yours truly,



Athana Mentzelopoulos
Deputy Minister

pc: Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations
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.


Blair Phelps

Date June 05, 2013

Employee Number (if previous/current BC Government Employee): S22

Date of Birth (Year/Month/Day): S22

Social Insurance Number: S22

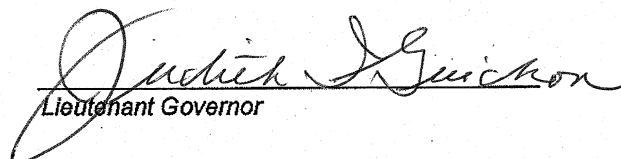
☐ I decline this offer.

Blair Phelps

Date

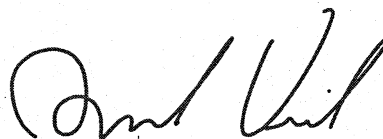
PROVINCE OF BRITISH COLUMBIA
ORDER OF LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. **255**, Approved and Ordered **JUN 20 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 Schedule to the General Appointment Order, 2006, Order in Council 656/2006, is amended by adding the appointments set out in the attached Appendix.



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 656/2006

June 17, 2013

APPENDIX

<u>Column 1</u> Name	<u>Column 2</u> Appointment	<u>Column 3</u> Role	<u>Column 4</u> Terms & Conditions
Blair Phelps	Communications Director, Government Communications and Public Engagement, Ministry of Technology, Innovation and Citizens' Services	Strategic Leadership	Category A

Not Responsive