

PERSONAL AND EMERGENCY CONTACT INFORMATION

This information is confidential and is covered by the provisions of the *Freedom of Information and Protection of Privacy Act*.

Should you need to update your information, you can do so through Employee Self Service (ESS). For new employees, or those who do not have ESS access, submit this form to the Client Services Division of the BC Public Service Agency (3rd Floor – 940 Blanshard Street) for processing.

PERSONAL INFORMATION

NAME

MICHELE CADARLO

S22



EMPLOYEE'S SIGNATURE

June 4/13

DATE

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, MICHELE CADARZO, 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

June 4/13
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Public Service Act

PUBLIC SERVICE OATH REGULATION

Form of oath

- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Michele Cedeno, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
 - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
 - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
 - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
 - (d) serve the government impartially, and
 - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 3 day of June, 2013

[Signature]

Person giving Oath or Affirmation

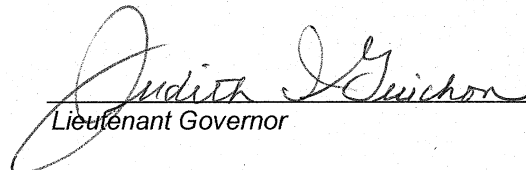
[Signature]
Person administering Oath or Affirmation

Note: this regulation replaces B.C. Reg. 51/87.

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

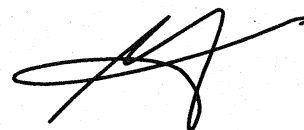
Order in Council No. **231**, Approved and Ordered **JUN - 3 2013**


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 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
CADARIO, Michele	Deputy Chief of Staff	Premier	Beginning at Step 6



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

June 3, 2013

page 1 of 1

O/277/2013/33

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.



Signature

MICHELE CADARIO

Name

June 4/13

Date

E-mail Message

From: [Leamy, Michelle T PREM:EX \[SMTP:Michelle.Leamy@gov.bc.ca\]](mailto:Michelle.Leamy@gov.bc.ca)
To: [Hermiston, Marilee PSA:EX \[SMTP:Marilee.Hermiston@gov.bc.ca\]](mailto:Marilee.Hermiston@gov.bc.ca)
Cc:
Sent: 2013-03-06 at 6:46 PM
Received: 2013-03-06 at 6:46 PM
Subject: Untitled Message

Hi Marilee:

This is to confirm that Kim Haakstad has resigned and her last day in the Premier's Office was March 1, 2013.

E-mail Message

From: [Leamy, Michelle T PREM:EX \[SMTP:Michelle.Leamy@gov.bc.ca\]](mailto:Leamy.Michelle.T.PREM:EX@SMTP:Michelle.Leamy@gov.bc.ca)
To: [Der, Connie J PSA:EX \[SMTP:Connie.Der@gov.bc.ca\]](mailto:Der.Connrie.J.PSA:EX@SMTP:Connie.Der@gov.bc.ca)
Cc:
Sent: 2013-05-27 at 3:10 PM
Received: 2013-05-27 at 3:10 PM
Subject: FW: Staff Changes

Hi Connie: information to generate an employee id for Jordan:

S22

Thanks.

m

From: Leamy, Michelle T PREM:EX
Sent: Monday, May 27, 2013 8:49 AM
To: Der, Connie J PSA:EX
Subject: Staff Changes

Hi Connie: Please be advised that Jordan McPhee is being appointed Executive Assistant to the Premier effective Monday, May 27, 2013. His remuneration will begin at Step 4. Thanks. m

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Jordan McPhee, 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 29th 2013
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Public Service Act

PUBLIC SERVICE OATH REGULATION

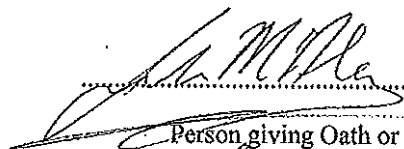
Form of oath

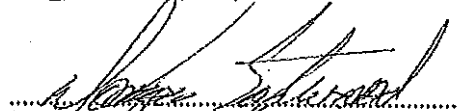
- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Jordan McPhee, [employee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
- 2 honour and faithfully abide by the Standards of Conduct for Public Service Employees, and
- 3 to the best of my ability,
 - (a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,
 - (b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,
 - (c) base my advice, recommendations and decisions on the objective evidence that is available to me,
 - (d) serve the government impartially, and
 - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Vancouver, this 3rd day of June, 2013.


.....
Person giving Oath or Affirmation


.....
Person administering Oath or Affirmation

Note: this regulation replaces B.C. Reg. 51/87.

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]

J. DOUGLAS EASTWOOD Q.C.
BARRISTER AND SOLICITOR
MINISTRY OF ATTORNEY GENERAL
1301-866 HORNBY STREET
VANCOUVER, B.C.
V6Z 2H4

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

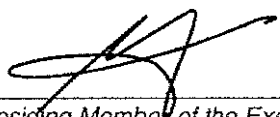
Order in Council No. 228, Approved and Ordered May 27, 2013


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 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
McPHEE, Jordan	Executive Assistant	Premier	Beginning at Step 4


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, ss. 14 and 15

Other: OIC 622/2013; OIC 218/2013

May 24, 2013

page 1 of 1

O/271/2013/33

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.


Signature

Jordan McPhee
Name

May 29th 2013
Date

Brought to you by the

BC Public Service Agency

E-mail Message

From: [Tarras, Lynda PSA:EX \[SMTP:Lynda.Tarras@gov.bc.ca\]](mailto:Tarras.Lynda.PSA:EX [SMTP:Lynda.Tarras@gov.bc.ca])
To: [Der, Connie J PSA:EX \[SMTP:Connie.Der@gov.bc.ca\]](mailto:Der.Connrie.J.PSA:EX [SMTP:Connie.Der@gov.bc.ca])
Cc:
Sent: 2013-05-28 at 3:26 PM
Received: 2013-05-28 at 3:26 PM
Subject: FW:

S22

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, May 28, 2013 3:25 PM
To: Tarras, Lynda PSA:EX
Subject:

Hi Lynda:

Dave Ritchie has submitted his letter of resignation and his last day in the Premier's Office is June 5, 2013. I have forwarded a copy of his letter to Connie Der for processing.

S22

Thanks.

m

E-mail Message

From: [Leamy, Michelle T PREM:EX \[SMTP:Michelle.Leamy@gov.bc.ca\]](mailto:Michelle.Leamy@gov.bc.ca)
To: [Der, Connie J PSA:EX \[SMTP:Connie.Der@gov.bc.ca\]](mailto:Connie.Der@gov.bc.ca)
Cc:
Sent: 2013-05-28 at 1:24 PM
Received: 2013-05-28 at 1:24 PM
Subject: Letter of resignation

Hi Connie:

Please be advised that Dave Ritchie has submitted his letter of resignation and his last day in the Premier's Office is June 5, 2013.

Thanks.

m

Page 14 redacted for the following reason:

S22

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

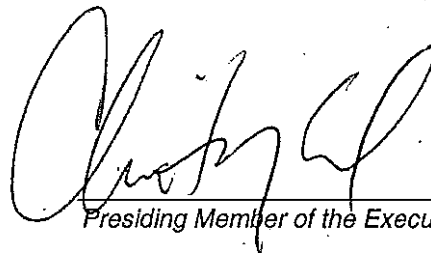
Order in Council No. **235**, Approved and Ordered **JUN 10 2013**


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

(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

page 1 of 3

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
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Not Responsive

GARFINKEL, Gabriel	Director of Community and Stakeholder Relations	Premier	Beginning at Step 4
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Not Responsive

Page 17 redacted for the following reason:

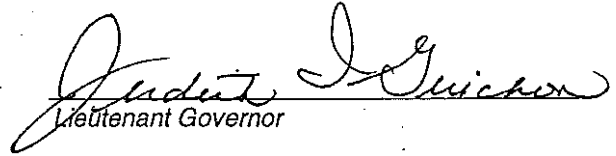
S22

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

235

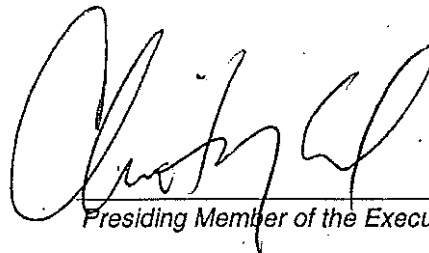
, Approved and Ordered JUN 10 2013


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

(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
CHALMERS, Jennifer	Ministerial Assistant	Premier	Beginning at Step 2

Not Responsive

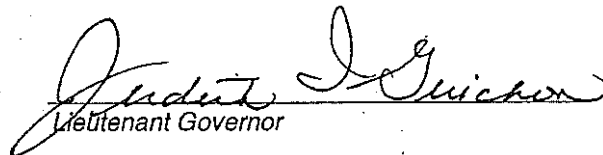
PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

235

, Approved and Ordered

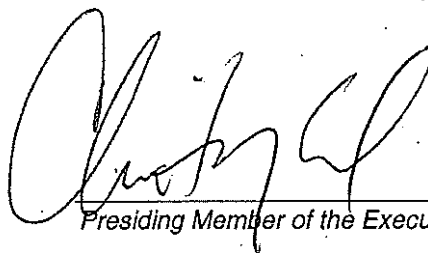
JUN 10 2013


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

(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

page 1 of 3

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			
TENNANT, Laura	Ministerial Assistant	Premier	Beginning at Step 2

Not Responsive

Page 22 redacted for the following reason:

S22