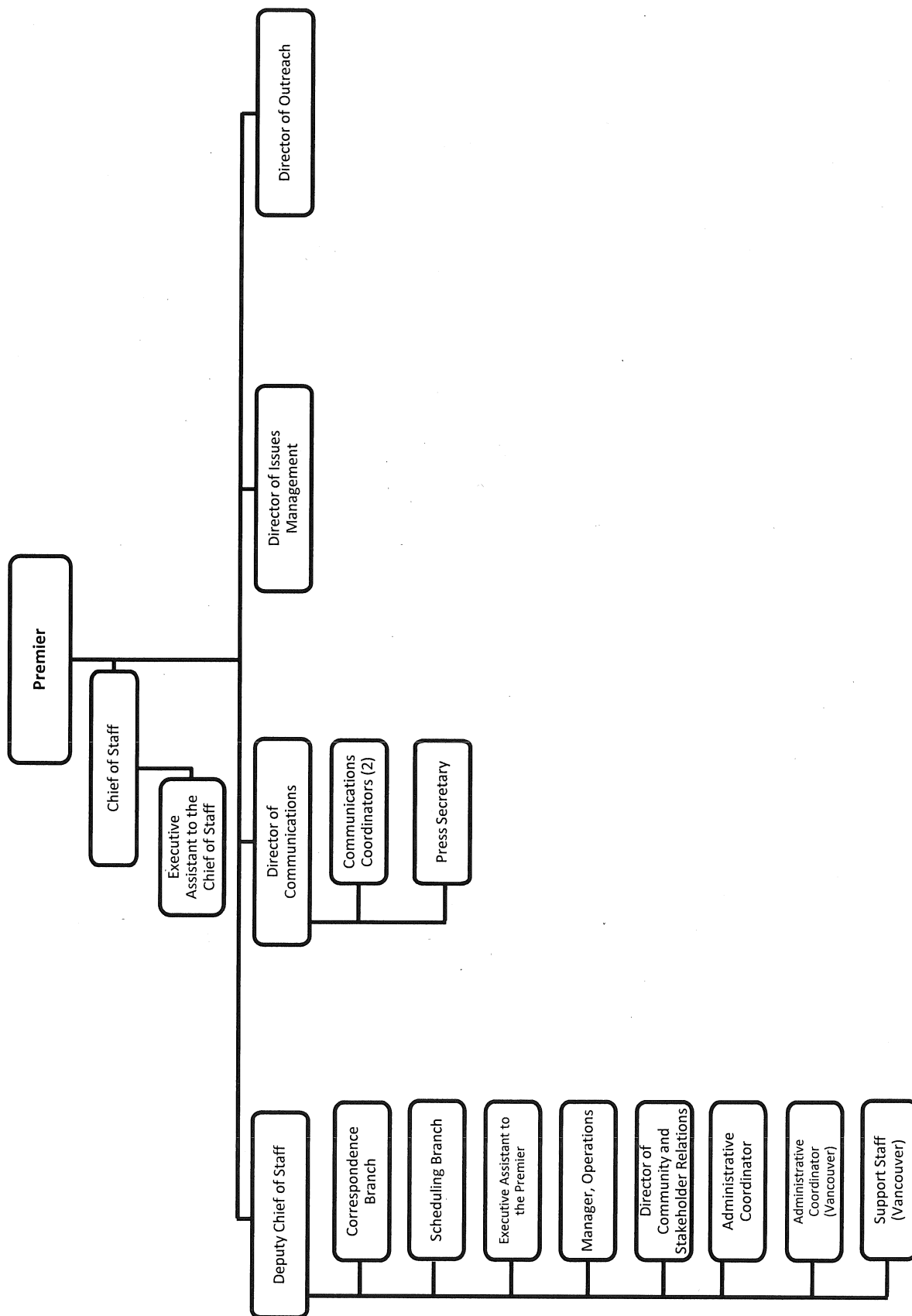


Office of the Premier



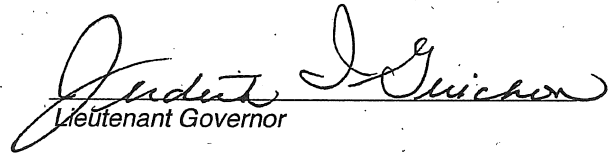
PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

235

, Approved and Ordered

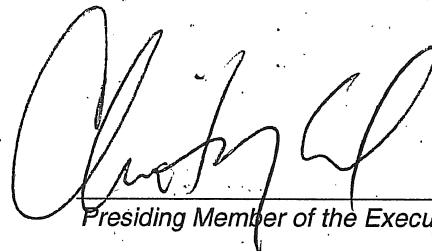
JUN 10 2013


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*Public Service Act* immediately before the making of the appointment under paragraph (a), that earlier appointment is rescinded.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
CHALMERS, Jennifer	Ministerial Assistant	Premier	Beginning at Step 2
TENNANT, Laura	Ministerial Assistant	Premier	Beginning at Step 2
GARFINKEL, Gabriel	Director of Community and Stakeholder Relations	Premier	Beginning at Step 4
CAMPBELL, Carolyn	Chief of Staff	Minister of Aboriginal Relations and Reconciliation	Beginning at Step 2
EWENS, Barbara	Ministerial Assistant	Minister of Aboriginal Relations and Reconciliation	Beginning at Step 3
LOIACONO, Sabrina	Chief of Staff	Minister of Advanced Education	Beginning at Step 2
MERRIFIELD, Katy	Ministerial Assistant	Minister of Advanced Education	Beginning at Step 1
ROBSON, William	Executive Assistant	Minister of Advanced Education	Beginning at Step 1
BILL, Karen	Chief of Staff	Minister of Agriculture	Beginning at Step 2
SMUKOWICH, Don	Executive Assistant	Minister of Agriculture	Beginning at Step 5
RICHMOND, Valerie	Chief of Staff	Minister of Children and Family Development	Beginning at Step 5
WELCH, Sarah	Ministerial Assistant	Minister of Children and Family Development	Beginning at Step 3
HOLME, Matthew	Chief of Staff	Minister of Community, Sport and Cultural Development	Beginning at Step 2
EHL, Cameron	Ministerial Assistant	Minister of Community, Sport and Cultural Development	Beginning at Step 1
SIMMONS, Jordan	Executive Assistant	Minister of Community, Sport and Cultural Development	Beginning at Step 1
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
SANDVE, Chris	Ministerial Assistant	Minister of Energy and Mines and Minister Responsible for Core Review	Beginning at Step 1
NASH, Frankie	Executive Assistant	Minister of Energy and Mines and Minister Responsible for Core Review	Beginning at Step 2
BELL, Jordan	Ministerial Assistant	Minister of Environment	Beginning at Step 1
WRIGHT, Jennifer	Ministerial Assistant	Minister of Environment	Beginning at Step 3
LO, Fiera	Executive Assistant	Minister of Environment	Beginning at Step 6
MAKSYMETZ, Richard	Chief of Staff	Minister of Finance	Beginning at Step 7

SCHEDULE

CHANDLER, Penelope	Ministerial Assistant	Minister of Finance	Beginning at Step 5
MENZIES, Brian	Ministerial Assistant	Minister of Finance	Beginning at Step 3
STRONGITHARM, Bruce	Chief of Staff	Minister of Forests, Lands and Natural Resource Operations	Beginning at Step 7
HARRISON, Scott	Ministerial Assistant	Minister of Forests, Lands and Natural Resource Operations	Beginning at Step 1
FACEY, Nick	Chief of Staff	Minister of Health	Beginning at Step 5
COBURN, Lindsay	Ministerial Assistant	Minister of Health	Beginning at Step 4
MANNING, John	Ministerial Assistant	Minister of Health	Beginning at Step 1
O'BRIEN, Kellie	Executive Assistant	Minister of Health	Beginning at Step 1
MINIACI, Mario	Executive Assistant	Minister of Health	Beginning at Step 2
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
DHANOWA, Damon	Executive Assistant	Minister of Jobs, Tourism and Skills Training and Minister Responsible for Labour	Beginning at Step 1
SOUTHERN, Evan	Chief of Staff	Minister of Justice	Beginning at Step 5
GILL, Manjit	Ministerial Assistant	Minister of Justice	Beginning at Step 1
IVES, Andrew	Executive Assistant	Minister of Justice	Beginning at Step 2
MYERS, Tobie	Chief of Staff	Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier	Beginning at Step 6
CHAWRUN, Marc	Ministerial Assistant	Minister of Natural Gas Development and Minister Responsible for Housing and Deputy Premier	Beginning at Step 1
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
CHAHAL, Jasdeep Singh	Ministerial Assistant	Minister of Technology, Innovation and Citizens' Services	Beginning at Step 1
HANCOCK, Tom	Executive Assistant	Minister of Technology, Innovation and Citizens' Services	Beginning at Step 2
WOLFORD, Jessica	Chief of Staff	Minister of Transportation and Infrastructure	Beginning at Step 2
BRIGGS, Taylor	Ministerial Assistant	Minister of Transportation and Infrastructure	Beginning at Step 1

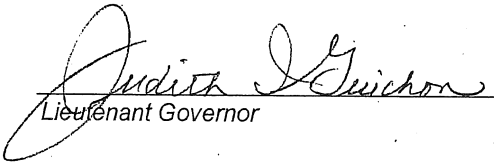
PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

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

Deputy Chief of Staff Policy & Operations Michele Cadario

REPORTING RELATIONSHIP:

The Deputy Chief of Staff reports to the Chief of Staff.

ROLE:

The Deputy Chief of Staff is a senior political advisor to government responsible for providing strategic advice to the Chief of Staff, Premier and Executive Council to advance government's policy and legislative objectives.

Responsible for coordinating key policy initiatives for the Premier and Chief of Staff across government; provides strategic advice for government's policy and legislative objectives. As well, the Deputy Chief of Staff is responsible for the operational management of the Premier's Office, Premier's scheduling, and human resources for the Premier's Office and Chiefs of Staff in Ministerial Offices.

KEY RESPONSIBILITIES:

- Availability to the Premier, Executive Council, Ministerial staff, and MLAs to provide advice and manage policy issues across government.
- Coordinates policy development process vis a vis Cabinet operations and Ministers' offices. Liaison with the Deputy Minister to the Premier and Deputy Minister Corporate Priorities on policy issues.
- Monitor and provide advice on Cabinet committees as necessary. Under the direction of the Chief of Staff, attend Cabinet as required.
- Work in collaboration with the Director of Communications and Director of Issues Management on announcements and corporate communications of overall government policy.
- Coordinate research and information in support of issues management, policy and communications priorities.
- Consult and engage with external stakeholders on policy initiatives as necessary.
- Responsible for the operations of the Premier's Vancouver and Victoria offices including the recruitment, hiring and ongoing review of staff.
- In consultation with the Chief of Staff, responsible for hiring of all Chiefs of Staff to Ministers, Ministerial Assistants and Executive Assistants in Ministers' offices.
- Responsible for HR management, training and professional development of all Chiefs of Staff to Ministers.
- Responsible for the Premier's Correspondence Branch.
- Responsible for the Premier's Schedule and management of the Premier's Scheduling Branch.
- Responsible for the Premier's touring and special events.
- Lead liaison for Premier's Protection Detail.

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Wednesday, March 6, 2013 5:47 PM
To: Hermiston, Marilee PSA:EX

Hi Marilee:

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

Leamy, Michelle T PREM:EX

From: Tennant, Laura PREM:EX on behalf of Doyle, Dan PREM:EX
Sent: Friday, March 1, 2013 5:26 PM
To: LP Administrative Coordinators; LP Support Staff; LP Ministerial Assistants; LP Executive Assistants
Subject: Message from Chief of Staff

To All Staff,

Kim Haakstad tendered her resignation to the Premier, earlier today.

Kim has worked alongside all of you during her time as Deputy Chief of Staff in the Office of The Premier, and I know you all appreciate her as a colleague and a friend.

Kim made her decision after some thought.

Dan Doyle
Chief of Staff
Office of the Premier

STATEMENT

For Immediate Release
2013PREM0028-000402
March 1, 2013

Office of the Premier

Statement by Premier Christy Clark

VICTORIA - Premier Christy Clark has issued the following statement:

"Today, I accepted the resignation of Kim Haakstad, deputy chief of staff in the Office of the Premier.

"Kim reached her decision after much consideration of her roles and responsibilities.

"Consistent with circumstances of resignations, no severance payment applies."

Media Contact: Mike Morton
Press Secretary
Office of the Premier
250 588-8380

Connect with the Province of B.C. at: www.gov.bc.ca/connect

REPORTING RELATIONSHIP:

The Deputy Chief of Staff, Operations reports to the Chief of Staff.

ROLE:

Reports to the Chief of Staff. Responsible for the operational management of the Premier's Office, Premier's scheduling, and human resources for the Premier's Office and Ministerial Offices.

KEY RESPONSIBILITIES:

- Responsible for the operations of the Premier's Vancouver and Victoria offices including the recruitment, hiring and ongoing review of staff.
- Responsible for hiring, HR management, training and professional development of all Administrative Coordinators and support staff in the Victoria Ministers' offices.
- In consultation with the Chief of Staff, responsible for hiring of all Ministerial Assistants and Executive Assistants in Victoria Ministers' offices.
- Responsible for HR management, training and professional development of all Ministerial Assistants and Executive Assistants in Victoria Ministers' offices.
- Responsible for the Premier's Correspondence Branch.
- Responsible for the Premier's Schedule and management of the Premier's Scheduling Branch.
- Responsible for the Premier's touring and special events.
- Lead liaison for Premier's Protection Detail.
- Ensures follow-up is completed on the Premier's meetings.

REPORTING RELATIONSHIP:

The Manager of Operations reports to the Deputy Chief of Staff, Policy and Operations.

ROLE:

Responsible for assisting the Deputy Chief of Staff in the operations of the Premier's Vancouver and Victoria offices.

KEY RESPONSIBILITIES:

- Responsible for the Premier's Correspondence Branch.
- Assists the Deputy Chief of Staff in managing the Premier's Schedule.
- Assists in identifying the Premier's touring and special event opportunities.
- Provides support and direction to the Events Coordinators on the Premier's touring and special events.
- Liaises with the Premier's Protection Detail.
- Complete projects as requested by the Chief of Staff or Deputy Chief of Staff.
- Briefs the Premier, Ministers and event dignitaries on the parameters, logistics and protocol requirements of each event, as required.
- Travel with the Premier to meetings and events, as required.

Executive Assistant to the Chief of Staff Laura Tennant

REPORTING RELATIONSHIP:

The Executive Assistant to the Chief of Staff reports to the Chief of Staff.

ROLE:

Responsible for managing the Chief of Staff's calendar and providing advice and support as required.

KEY RESPONSIBILITIES:

- Manages the Chief of Staff's schedule, travel expenses, correspondence, information technology tools.
- Attend and coordinate meetings with Chief of Staff, or in place of the Chief of Staff, as required.
- Responsible for keeping Chief of Staff informed of major projects and political developments that arise.
- Assists the Chief of Staff and Deputy Chief of Staff with human resource management for the Ministers' Offices.

Director of Community and Stakeholder Relations

Gabe Garfinkel

REPORTING RELATIONSHIP:

The Director of Community and Stakeholder Relations reports to the Deputy Chief of Staff, Policy and Operations.

ROLE:

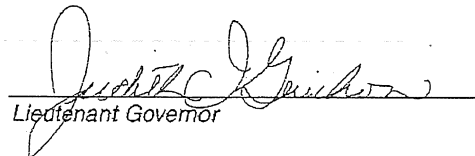
Responsible for the development, coordination and implementation of government-wide community and stakeholder relations strategies.

KEY RESPONSIBILITIES:

- Work with Ministers' Offices on their stakeholder relations strategy, including:
 - Plans to better communicate, interface with and consult stakeholders
 - Develop effective framework for stakeholder relations
 - Develop targeted communications strategy and work with GCPE to better communicate with stakeholders including, but not limited to email, social media, newsletters and industry media
- Work with GCPE on 3rd language communications
 - Develop and coordinate GCPE and caucus media strategy to communicate more effectively in 3rd language media
 - Establish continuous implementation of in-language spokespeople and 3rd party validators
 - Develop and advise on Premier's media availabilities and events with 3rd language media
 - Update 3rd language media list
 - Assess structural deficiencies in 3rd language communications – i.e., translation services, web services
- Develop relationships with various community liaisons
- Collaborate with stakeholders and community groups to ensure their voices are heard in government
- Advise on Premier's calendar and on events
- Identify opportunities to further enhance stakeholder and community communications in the corporate calendar
- Liaise with IGR and coordinate Ministerial/Caucus presence and follow up for international/provincial delegations

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

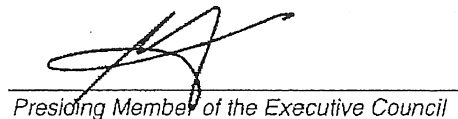
Order in Council No. 228 , Approved and Ordered May 27, 2013


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

Leamy, Michelle T PREM:EX

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

REPORTING RELATIONSHIP:

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

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, May 28, 2013 3:25 PM
To: Tarras, Lynda PSA:EX
Attachments: 20130528130800.pdf

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

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, May 28, 2013 1:25 PM
To: Der, Connie J PSA:EX
Subject: Letter of resignation
Attachments: 20130528130800.pdf

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 19 redacted for the following reason:

S22

REPORTING RELATIONSHIP:

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

ROLE:

The Ministerial 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.
- Provide comprehensive, concise briefings to the Premier on current and emerging policies and ensure effective preparation for meetings and events.
- Travel with the Premier to meetings and events.
- Provide information to Chief of Staff and 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.