



October 2, 2012

Cairine MacDonald

S22

Dear Cairine:

I am pleased to confirm your appointment as Deputy Minister, Innovation and Technology, Ministry of Advanced Education, as specified in your appointing Order in Council.

Your salary will continue to be \$220,000.00 per annum, inclusive of a performance holdback in the amount of 10%. The other terms and conditions of your employment also remain unchanged and are those established for Deputy Ministers as Category A appointments, set out in the Terms and Conditions for Excluded Employees.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please re-familiarize yourself with the Standards of Conduct for Public Service Employees. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment. Attached are the Employment Termination Standards and the Post-Employment Restrictions for your reference.

Should you have any questions about these policies or your entitlements, please contact Lynda Tarras, Head of the BC Public Service Agency.

Once you have reviewed the attached information and signed this letter indicating your acceptance, please return the original letter to my office.

Congratulations on your appointment. I look forward to working with you.

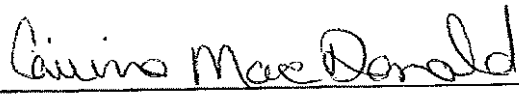
Yours truly,



John Dyble
Deputy Minister to the Premier,
Cabinet Secretary and
Head of the Public Service

Attachments

cc: Lynda Tarras
Head, BC Public Service Agency


Cairine MacDonald

Oct 7, 2012.
Date

PROVINCE OF BRITISH COLUMBIA

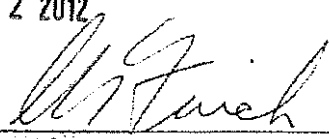
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

669

, Approved and Ordered


OCT - 2 2012


~~Lieutenant Governor~~
Administrator

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the ~~Lieutenant Governor~~ ^{Administrator}, by and with the advice and consent of the Executive Council, orders that

- (a) the appointment of Cairine MacDonald as a Deputy Minister, Ministry of Environment, made by Order in Council 69/2011, is rescinded,
- (b) the appointment of _____ as a Deputy Minister, Ministry of Agriculture, made by Order in Council 69/2011, is rescinded,
- (c) the appointment of _____ as Executive Director and Associate Deputy Minister, Environmental Assessment Office, Ministry of Environment, made by Order in Council 19/2012, is rescinded,
- (d) Cairine MacDonald is appointed Deputy Minister, Innovation and Technology, Ministry of Advanced Education, Innovation and Technology,
- (e) _____ is appointed as a Deputy Minister, Ministry of Environment,
_____ is appointed as a Deputy Minister, Ministry of Agriculture, and
_____ is appointed Executive Director and Associate Deputy Minister, Environmental Assessment Office, Ministry of Environment.


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. 12; Environmental Assessment Act, S.B.C. 2002, c. 43, s. 3

Other: OIC 69/2011; OIC 19/2012

October 1, 2012

page 1 of 1

O/981/2012/33

Holdback 2012/2013

Name MacDonald,Cairine		
Employee Number S22	Paylist 019-2600	
Start Date April 1, 2012	Start Date 1	Start Date 2
End Date March 31, 2013	End Date 1	End Date 2
Holdback Salary \$22,000.00	Holdback Salary 1	Holdback Salary 2
Pay Periods 26.0	Pay Periods 1	Pay Periods 2
Percentage S22	Percentage 1	Percentage 2
Sub Total S22	Sub Total 1 0	Sub Total 2 0
Total S22		

EXCLUDED NOTICE OF TERMINATION - PACKAGE PARAMETERS / SUMMARY

rundate: Jun 7, 2013

Cairine MacDonald

S22

SEVERANCE TYPE: Non-Redundant

CATEGORY: OIC

SPECIAL CATEGORY: n/a

BIWEEKLY RATE @ TERMINATION: 7,589.32

7,589.32

7,589.32

	START	END	netWorkDays	MONTHS	SAL&BEN	\$VALUE
NOTICE ENTITLEMENT	Tue Jun 11, 2013		S22			347,234.00
base rate	Tue Jun 11, 2013			S22		

IMMEDIATE TERMINATION						

BIWEEKLY SEVERANCE	Tue Jun 11, 2013		S22			347,234.00
base rate	Tue Jun 11, 2013			S22		
BIWEEKLY LUMP SUM						

		HOURS	DAYS TIME	DAYS CASH
SPA OWN TIME BANKS				
V60, V90	Archived (Cash only @ rate earned)			
V70	Occupational Health & Safety (time only)			
OSS, POS	OSS TIME (cash @ rate earned)			
CTO	CTO (cash @ rate earned)			
ETO	ETO		S22	
V66	Bill 66 Vacation Carryover (2012)			
V99, VCO	Vacation carryover			
Vacation	Current Year (2013) *			
EBU	Executive Benefit Plan Purchased (cash @ rate earned)			
EBP	Executive Benefit Plan Earned			
Other				
SUBTOTAL		S22		
	Final Year Vacation (not applicable)			
S58	Pre-1978 50% Sick Bank * x 50% =			
SPA OWN TIME TOTAL	Tue Jun 11, 2013	S22		
SPA SEVERANCE	Sat Jul 20, 2013		S22	
		S22		
SPA LUMP SUM				

EXECUTIVE HOLDBACKS (Deputy Minister, Associate DM & Assistant DM)

10% Holdback = 22,000.00 FY Start End months monthly gross
 % last year =
 yearly = S22
 monthly =

EXCLUDED NOTICE OF TERMINATION - DISBURSEMENTS & RECOVERIES

Cairine MacDonald
S22

LUMP SUM CHEQUES (T4)		ELIG LIMIT	ACCRUAL \$		Non-Redundant			ACCR FY			
INVOICE #	PAYEE	ELIGIBLE	NON-ELIG	GROSS	TAX	OVERPAY	NET	Required	FY	Acc?	Sent
MGT					-		-			n	
MGT					-		-			n	
MGT					-		-			n	
MGT					-		-			n	
MGT					-		-			n	
MGT					-		-			n	
		-	-	-	-	-	-				
BALANCE OF LUMPSUM = -											

OTHER CHEQUES (NO T4)

INVOICE #	PAYEE	DETAILS	AMOUNT				Required	FY	Acc?	Sent
MGT									n	
MGT									n	
MGT									n	
MGT									n	
MGT									n	
MGT									n	
			-							

PAYLIST	START	END	#PP	BIWKLY	SALARY \$	CB%	BENEFIT \$	TOTAL \$	FY	Acc?
										n
Ministry Own Time										n
										n
Ministry Severance										n
Ministry Severance										Y
										n

S22

S22

JOURNAL VOUCHER #	MINISTRY	DETAILS	AMOUNT				Effective	FY	Acc?	Sent
									n	
									n	
									n	
									n	
									n	
									n	
									n	
			-							

S22

Page 7 redacted for the following reason:

S22

E-mail Message

From: [Fischer, Lori PSA:EX \[SMTP:Lori.Fischer@gov.bc.ca\]](mailto:Fischer.Lori.PSA:EX@SMTP:Lori.Fischer@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: 2013-06-12 at 11:23 AM
Received: 2013-06-12 at 11:23 AM
Subject: FW: SETTLEMENT:: Cairine MacDonald; EE# S22 Effective June 11, 2013

Please note the following correction below:

From: Fischer, Lori PSA:EX
 Sent: Monday, June 10, 2013 3:19 PM
 To: Der, Connie J PSA:EX
 Cc: Pope, Matthew PSA:EX
 Subject: SETTLEMENT:: Cairine MacDonald; EE# S22 ; Effective June 11, 2013

Cairine MacDonald's employment terminated effective end of day June 10, 2013. A settlement agreement has been reached and she has elected S22

As the Ministry of Advanced Education, Innovation and Technology is paying the cost of Cairine MacDonald's severance, S22

S22

S22

Please complete S22 (and attach this email to the payroll copy of the form) using the following leave information:

Last Working Day: June 10, 2013

S22

Please input the following CHIPS entries:

S22

S22

This settlement also includes payment of her Executive Holdback. Please make the appropriate payments as follows:

• S22 (minus standard withholding tax). This amount represents S22 of the 10% holdback for the period S22 and will be paid to

S22

• S22 (minus standard withholding tax). This amount represents S22 of the 10% holdback for the period S22 and will be paid

S22

Please instruct TSS to:

deactivate Cairine MacDonald's TOL S22 and
S22

S22

If you have any questions regarding this process please contact me directly.

Thank you,

Lori Fischer, Employee Relations Specialist

Workforce Restructuring | Employee Relations Division | BC Public Service Agency

Fischer, Lori PSA:EX

From: Fischer, Lori PSA:EX
Sent: Monday, June 10, 2013 3:19 PM
To: Der, Connie J PSA:EX
Cc: Pope, Matthew PSA:EX
Subject: SETTLEMENT:: Cairine MacDonald; EE# S22 ; Effective June 11, 2013

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Last Working Day: June 10, 2013

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- S22 (minus standard withholding tax). This amount represents S22 of the 10% holdback for the period

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S22

Please instruct TSS to:

- deactivate Cairine MacDonald's TOL S22 and

S22

If you have any questions regarding this process please contact me directly.

Tretter, Rolf PSA:EX

From: Fischer, Lori PSA:EX
Sent: Friday, June 7, 2013 3:15 PM
To: Tretter, Rolf PSA:EX
Subject: Fw: As promised
Attachments: 20130607144302.pdf

Hello - I can't see past the first page on my blackberry. Has she signed off already?

Thanks!

From: MacDonald, Cairine AEIT:EX
Sent: Friday, June 07, 2013 02:47 PM Pacific Standard Time
To: Fischer, Lori PSA:EX; Tarras, Lynda PSA:EX
Cc: S22
Subject: As promised

Will send a colour hard copy by mail. Believe this is all you need from me. Will leave my ID... with AEIT Executive Assistant to forward on Monday after the announcements. Assume my email access is there until end of day on Monday.

Cairine MacDonald
Deputy Minister Innovation and Technology
Ministry of Advanced Education, Innovation and Technology
Telephone: 250 387-6198



Where ideas work

WITHOUT PREJUDICE

June 6, 2013

Calrine MacDonald

S22

Dear Calrine MacDonald:

The purpose of this letter is to confirm that your employment with the Government of the Province of British Columbia will end effective end of day, June 10, 2013. This letter and the enclosed documents will detail the terms and conditions and agreement of settlement.

As per the executive notice and severance provisions of the *Employment Termination Standards Regulation* under the *Public Sector Employers Act*, your settlement is equal to S22 months salary and benefits, in the amount of \$347,234.

In addition, the Province agrees to provide you with the following lump sum payments with respect to the Executive Holdback:

- S22 (minus standard withholding tax). This amount represents S22 of the 10% holdback

S22

- S22 (minus standard withholding tax). This amount represents S22 of the 10% holdback

S22

These Executive Holdback lump sum payments will be subject to the same repayment obligations outlined on page 6 of this package.

You must return all government property with the exception of the iPad assigned to you on the understanding that you will make arrangements for your own usage plan and will be responsible for all operating charges after the date of the termination of employment.

Two individual or combined options are available to you for payment of your severance settlement. Details of each of these options are enclosed for your consideration, as is further explanatory and general information related to your severance.

The following steps will assist you in working through the severance process:

- Fully consider the terms and conditions of each option available to you;
- Obtain any legal, financial or other advice you feel is necessary to assist you in making your decision;
- Indicate your selected option on the enclosed Agreement and Release, sign and have it witnessed by a non-relative, age 21 or over; and

BC Public Service Agency

Mailing Address:
PO Box 9404 Stn Prov Govt
Victoria BC V8W 9V1

Telephone: 250 952-6296
Facsimile: 250 356-7074
<http://www.bcpubli-serviceagency.gov.bc.ca/>

- Complete and return the applicable forms by **June 24, 2013** to the following address:

BC Public Service Agency
Workforce Restructuring Services
Attention: **Lori Fischer**
PO Box 9404 Stn Prov Govt
Victoria, BC V8W 9V1
Email: Lori.Fischer@gov.bc.ca

Confidential career and/or financial counseling support is available to assist in your transition from your current position to other employment. To access these services, or if you have any questions regarding your severance information package, please contact Lori Fischer at 250-356-6232 or by email at Lori.Fischer@gov.bc.ca

Please confirm by noon on June 12, 2013, if you wish your salary to continue beyond June 10, 2013. An extension of the pay can be implemented on the understanding and agreement that any payments made to you after June 10, 2013, will be deducted from your severance settlement. For additional information regarding the cessation dates for your benefits, please refer to the enclosed Individual options.

S22 payout of any accumulated leave balances will be held pending your decision regarding payment of your severance settlement.

Please accept my sincere best wishes for your continued success. On behalf of the BC Public Service, thank you for your dedication and service to the Province of British Columbia.

Yours truly,



Lynda Taras
Head of the BC Public Service Agency

pc: Lori Fischer, Employee Relations Specialist, BC Public Service Agency

Enclosures

- S22
- Lump Sum Severance Payment option
- Re-employment and Re-payment Requirements
- Agreement and Release – to be signed and returned to the BC Public Service Agency
- Benefit Plan Coverages Information Sheet
-

S22

-

S22

Benefits & Conditions

For the duration of the severance payment period, all normal payroll and flexible benefits deductions will continue and the following occurs:

- all flexible benefit coverages terminate on the last day of the month in which severance payments cease; and
- you will continue to be covered by the Public Service Pension Plan.

S22

All other terms and conditions of employment, with the exception of the applicable sections of the Standards of Conduct for Public Service Employees cease effective end of day June 10, 2013. In addition you will not be covered by:

- Short Term Illness and Injury Plan (STIIP);
- Long Term Disability Plan (LTD);
- any leave, allowance or wage replacement provisions; and
- you will not accrue additional vacation time.

Lump Sum Severance Payment option

S22

Benefits & Conditions

Under this option the following occurs:

- Extended Health and Dental coverages (if applicable) terminate end of the day June 10, 2013; and
- All other flexible benefit coverages terminate on June 30, 2013.

Refer to the attached information on extending life insurance, health and dental coverage.

All other terms, conditions, benefits and coverages related to employment cease end of day June 10, 2013 and the applicable sections of the Standards of Conduct Policy for Public Service Employees continue to apply.

Re-employment & Repayment Requirements

The provisions of the *Public Sector Employment Termination Standard Regulation* under the *Public Sector Employers Act* apply. "British Columbia Public Sector Employer" includes the Government and an employer who receives a substantial portion of its funding either directly or indirectly from the Province and includes, but is not limited to, public sector employers as defined in the *Public Sector Employers Act*. In the event there are uncertainties as to whether an employer fits the above definition, the BC Public Service Agency (Workforce Restructuring Services) will determine whether repayment is required.

If you are re-employed during the severance period the following repayment requirements apply:

Page 17 redacted for the following reason:

S22

WITHOUT PREJUDICE

June 6, 2013

Cairine MacDonald

S22

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- Complete and return the applicable forms by **June 24, 2013** to the following address:

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Attention: **Lori Fischer**
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Victoria, BC V8W 9V1
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Yours truly,



Lynda Tarras
Head of the BC Public Service Agency

pc: Lori Fischer, Employee Relations Specialist, BC Public Service Agency

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- Re-employment and Re-payment Requirements
- Agreement and Release – **to be signed and returned to the BC Public Service Agency**
- Benefit Plan Coverages Information Sheet
-

S22

-

S22

Benefits & Conditions

For the duration of the severance payment period, all normal payroll and flexible benefits deductions will continue and the following occurs:

- all flexible benefit coverages terminate on the last day of the month in which severance payments cease; and
- you will continue to be covered by the Public Service Pension Plan.

S22

All other terms and conditions of employment, with the exception of the applicable sections of the Standards of Conduct for Public Service Employees cease effective end of day June 10, 2013. In addition you will not be covered by:

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Page 23 redacted for the following reason:

S22

BENEFIT PLAN COVERAGES INFORMATION SHEET

Information on extending your benefit plan coverages is outlined below.

Employee Basic Life Insurance coverages:

- You have the option of converting Basic Employee Life Insurance to an individual policy with our carrier, the Great West Life Assurance Company. You have 60 days from the end of the month in which your pay and benefits are terminated to action this conversion privilege and must contact the Benefits Service Centre.
- Spouse coverage under the Family Funeral Benefit coverage may also be converted to an individual policy.
- The group life policy is no. 6878 GL (5).

Benefits Service Centre Contact Information
Block E, 2261 Keating Cross Road
Saanichton BC V8M 2A5
Email: BenefitsServiceCentre@telus.com
Phone: 1-877-277-0772 (toll free)
Fax: 250-652-4882

BC Medical Services Plan (MSP):

- You will need to make personal arrangements for continuation of coverage. The MSP website includes contact information and frequently asked questions at www.healthservices.gov.bc.ca/msp/

Extended Health Plan and Dental Plan coverages:

- You may contact Pacific Blue Cross regarding individual coverage.

Pacific Blue Cross / BC Life
PO Box 7000
Vancouver, BC V6B 4E1
Email: https://www.pbchbs.com/contact/contact_form.html
Phone: Individual Health and Dental Plans
Lower Mainland area: 604-419-2200
Outside Lower Mainland area: 1-800-873-2583

Pages 25 through 29 redacted for the following reasons:

S22