

## Heron, Janelle GCPE:EX

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**From:** Jason Keenan S 22  
**Sent:** Friday, July 19, 2013 4:02 PM  
**To:** Heron, Janelle GCPE:EX  
**Subject:** Re: Confirmation of Interview - Communications Director - Government Communications and Public Engagement - Jobs, Tourism and Skills Training Communications

Hello Janelle,

Thank you very much. Looking forward to it.

As the ticket is prepaid, I can't imagine any expenses -- leave after breakfast, home before lunch!

Have a great weekend.

All the best,  
Jason

On Fri, Jul 19, 2013 at 3:52 PM, Heron, Janelle GCPE:EX <[Janelle.Heron@gov.bc.ca](mailto:Janelle.Heron@gov.bc.ca)> wrote:  
Hi Jason,

It was great chatting with you today. This email is to confirm your interview for **Monday, July 22, 2013 at 10:00am** for the Communications Director position in our Jobs, Tourism and Skills Training Communications shop.

Here is a link to the Ministry of Jobs, Tourism and Skills Training website and our BC Newsroom. Also, I have attached the Communications Director Job Description for your review.

Your interview will take place  
Please check in and wait in our reception area.

S 15

Here is a link to a map of our location.

The interview panel will include Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations and Denise Champion, Executive Director, Corporate Services.

I have attached the Travel Expense Claim form as well as an appendix with further information on travel expenses.

Please keep original receipts. Please fill out the Travel Expense Claim form and mail the form and all original receipts to me.

Here is my mailing address:  
4<sup>th</sup> Floor, 617 Government Street  
PO Box 9409 Stn Prov Govt  
Victoria, BC V8W 9V1

If you have any questions regarding the interview please feel free to contact me by email at [Janelle.Heron@gov.bc.ca](mailto:Janelle.Heron@gov.bc.ca) or by phone at 250-356-0100.

Thank you.

Janelle

Janelle Heron, BCom

Staffing and Development Officer, Human Resources

Government Communications and Public Engagement

Phone: (250) 356-0100 | Fax: (250) 387-3534 | Email: Janelle.Heron@gov.bc.ca

BC Newsroom: <http://www.newsroom.gov.bc.ca/>

Web: <http://www.gov.bc.ca/gcpe/>

Following British Columbia's YouTube, Facebook, Twitter or Blog sites yet?



July 23, 2013

Competition No. 005/13

Jason Keenan

S 22

Via email:

S 22

Dear Jason:

**Re: Communications Director  
Strategic Leadership Role  
Position # 84781; Pay list # 112-5294  
Jobs, Tourism and Skills Training Communications  
Government Communications and Public Engagement, Victoria, BC**

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 initial assignment will be to the Jobs, Tourism and Skills Training Communications office. Depending on operational requirements, you may be reassigned to another communications office within GCPE. This appointment will be effective August 6, 2013, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$101,193.82 annually (or \$3,878.75 bi-weekly), which is 90% of the salary range established for this position. Your supervisor will be Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations.

I am pleased to advise you that Government Communications and Public Engagement will offer you relocation assistance. A copy of the Relocation Policy has been included with this letter. If you have any questions regarding relocation assistance, please contact Denise Champion at 250 953-4685.

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.

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Government Communications and  
Public Engagement

Mailing Address:  
PO Box 9409 Stn Prov Govt  
Victoria BC V8W 9V1

Location Address:  
4<sup>th</sup> Floor, 617 Government Street  
General Enquiries: 250 387-1337

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 2:00 p.m. on Friday, July 26, 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,

*Denise Champion*

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.

*Jason Keenan*  
Jason Keenan

24 July 2013  
Date

Employee Number (if previous/current BC Government Employee): S 22  
Date of Birth (Year/Month/Day): S 22  
Social Insurance Number: S 22

☐ I decline this offer.

\_\_\_\_\_  
Jason Keenan

\_\_\_\_\_  
Date

**Loveless, Michelle GCPE:EX**

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**From:** Jason Keenan S 22  
**Sent:** Wednesday, July 24, 2013 9:54 AM  
**To:** Loveless, Michelle GCPE:EX  
**Cc:** Champion, Denise GCPE:EX  
**Subject:** Re: Offer Letter - Jason Keenan  
**Attachments:** JAK - Signed Offer Letter.pdf; JAK - Criminal Record Consent.pdf; JAK ID.pdf

Hi Michelle,

Attached are the signed offer letter, the criminal record consent, and two scanned pieces of ID.

Please let me know if there is anything missing.

Cheers  
Jason

On Tue, Jul 23, 2013 at 1:23 PM, Loveless, Michelle GCPE:EX <[Michelle.Loveless@gov.bc.ca](mailto:Michelle.Loveless@gov.bc.ca)> wrote:

Hi Jason,

Following up from your conversation with Denise Champion, please find attached your Offer Letter for the Communications Director position with Government Communications and Public Engagement. Also attached are the Standards of Conduct, Benefits Summary Package and a link to Public Service Pension Plan Information.

Please note the designated time frame for the return of this letter. We also ask that you keep this offer confidential until such time as we have received your accepted letter, as we need time to communicate to Government Communications and Public Engagement staff.

Also attached is the Consent for Disclosure of Criminal Record Information form. Because the Communications Director position has been designated as requiring a Security Screening Check we are required to complete a check prior to you starting in the position.

Please fill out Part 1, sign and fax back to GCPE HR at 250-387-3534 or scan/email back to me for processing. Also, please scan and email me a colour copy of 2 pieces of ID (the form outlines what ID is acceptable).

Click [here](#) for information about the relocation policy

If you have any questions about this offer, please contact Denise Champion at [250-953-4685](tel:250-953-4685).

Best regards,

Michelle

Michelle Loveless (nee Rowsell)  
Manager, Human Resources  
Government Communications and Public Engagement  
Phone: [250.387.8067](tel:250.387.8067) | Fax: [250.387.3534](tel:250.387.3534) | Cell: [250.886-9655](tel:250.886-9655)  
4th floor- 617 Government Street, PO Box 9409, Stn Prov Govt,  
Victoria BC V8W 9V1  
Web: <http://www.gov.bc.ca/gcpe/>

BC Newsroom: <http://www.newsroom.gov.bc.ca/>

Watch on our YouTube Channel: [ProvinceofBC](#)



# Consent for Disclosure of Criminal Record Information



Where ideas work

## PART 1 (To be completed by applicant/employee)

Surname <b>KEENAN</b>		Given Name (1) <b>JASON</b>		Given Name (2) <b>ALEXANDER</b>	
Sex <input type="checkbox"/> F <input checked="" type="checkbox"/> M	Date of Birth (mm/dd/yyyy) S 22	Gov't Employee ID (if current employee)	Driver's Licence No. (even if expired) S 22	Phone Number (incl.)	Email Address S 22
City S 22		Province		Postal Code	Country
Place of Birth S 22		Usual First Name or Alias <b>JASON</b>		Maiden Name/Other Surnames	

Failure to accurately disclose the above information is grounds for disqualification from employment or dismissal in the event that the information is discovered after employment.

### PERMISSION, WAIVER and RELEASE:

Pursuant to Section 8(1) of the Privacy Act of Canada, and Sections 32(b) and 33.1(1)(b) of the British Columbia Freedom of Information and Protection of Privacy Act (FOIPPA), by my signature below I hereby consent to a check for records of criminal convictions, outstanding charges, and/or arrests. Other documents in the custody of the police, the court, or crown counsel may be accessed in order to assess any information found as a result of the criminal record check. I authorize the release of this information to the Personnel Security Screening Office of the Ministry of Public Safety and Solicitor General for the purposes of determining my suitability for a position in the BC Public Service. I understand that my consent will be retained on file, that if I am charged or convicted of an offence subsequent to this record check I agree to report the charge or conviction to my organization, and that I will be required to submit to periodic rechecks to retain my position. This information is collected by the British Columbia Public Service under s.28(c) of FOIPPA. Any questions about the collection and use of this information can be directed to an HR Service Representative at the BC Public Service Agency by submitting a request at [AskMyHR](#), phoning: 1-877-277-0772 or writing to: Manager, Contact Centre Operations, BC Public Service Agency 810 Blanshard St. Victoria, B.C. V8W 2H2

I hereby release and forever discharge (i) Her Majesty the Queen in Right of Canada, the Royal Canadian Mounted Police, their members, employees, agents and assigns, and (ii) Her Majesty the Queen in Right of the Province of British Columbia and all employees and agents of the Province of British Columbia from any and all actions, causes of actions, claims, complaints and demands for any form of relief, damages, loss or injury which may hereafter be sustained by myself, howsoever arising from the above authorized disclosure of information and waive all rights thereto.

Applicant/Employee Signature

**24 July 2013**  
Date (Year, Month, Day)

## PART 2 (To be completed by hiring manager)

Hiring Manager Surname <b>Heron</b>		Hiring Manager Given name <b>Janelle</b>	
Ministry/Organization <b>GCPE</b>	Hiring Manager Phone Number <b>250-356-0100</b>	Hiring Manager Email Address (government email only) <b>janelle.heron@gov.bc.ca</b>	

1. Initiate the criminal record check on this applicant by entering the information on this form into the Personnel Security Screening Office (PSSO) on-line service at this address: <https://eservice.pssq.gov.bc.ca/pssq/>

2. Record entry into PSSO on-line service.

☒ Check here to confirm criminal record check request entered into PSSO online service

Reference Number (from PSSO online service after submission)

S 22

3. Scan the first page of this form plus the photocopies of the applicant's ID and send them to the BCPSA using an [AskMyHR service request](#). Enter "Consent for Security Screening" in the subject line. Select "Jobs & Hiring" then "Criminal Record Check Consent Form" in the service list. Attach the scanned documents. Securely destroy the originals.

Effective April 2, 2013

Page 8 redacted for the following reason:

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S 22



## **Heron, Janelle GCPE:EX**

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**From:** Loveless, Michelle GCPE:EX  
**Sent:** Wednesday, July 24, 2013 4:25 PM  
**To:** 'Jason Keenan'  
**Subject:** RE: quick question - start date

Ok...thanks for confirming.

I'll use this email as your request and make a manual note on the letter (I'll send you a copy once this is done).

We are going to communicate to the JTST team today and GCPE all staff today or tomorrow.

Looking forward to meeting you on August 8<sup>th</sup>!

Thanks,  
Michelle

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**From:** Jason Keenan S 22  
**Sent:** Wednesday, July 24, 2013 4:17 PM  
**To:** Loveless, Michelle GCPE:EX  
**Subject:** Re: quick question - start date

Hi,

Thanks for asking.  
have to make it the 8th.

S 22

so we'd

Does that work? Do I need to revise the letter?

Jason

On Wed, Jul 24, 2013 at 4:15 PM, Loveless, Michelle GCPE:EX <[Michelle.Loveless@gov.bc.ca](mailto:Michelle.Loveless@gov.bc.ca)> wrote:

Hi Jason,

Just checking something....Denise thought you might have to change the start date, but you didn't mention this to me or scribble anything on your acceptance letter. So, are we OK to proceed and we'll see you on Tuesday, August 6<sup>th</sup>?

Thank you!

Michelle

Michelle Loveless (nee Rowsell)  
Manager, Human Resources  
Government Communications and Public Engagement  
Phone: [250.387.8067](tel:250.387.8067) | Fax: [250.387.3534](tel:250.387.3534) | Cell: [250.886-9655](tel:250.886-9655)

## **Heron, Janelle GCPE:EX**

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**From:** Heron, Janelle GCPE:EX  
**Sent:** Thursday, July 25, 2013 8:50 AM  
**To:** S 22  
**Cc:** Loveless, Michelle GCPE:EX  
**Subject:** Copy of Amended Acceptance Letter

Good morning Jason,

Following up on your conversation with Michelle Loveless yesterday, please find attached a copy of your amended acceptance letter with the revised start date of August 8<sup>th</sup>.



KEENAN, Jason -  
Acceptance - O...

Thank you,

Janelle

Janelle Heron, BCom

Staffing and Development Officer, Human Resources

Government Communications and Public Engagement

Phone: (250) 356-0100 | Fax: (250) 387-3534 | Email: [Janelle.Heron@gov.bc.ca](mailto:Janelle.Heron@gov.bc.ca)

BC Newsroom: <http://www.newsroom.gov.bc.ca/>

Web: <http://www.gov.bc.ca/gcpe/>

Following British Columbia's YouTube, Facebook, Twitter or Blog sites yet?



July 23, 2013

Competition No. 005/13

Jason Keenan

S 22

Via email:

S 22

Dear Jason:

**Re: Communications Director  
Strategic Leadership Role  
Position # 84781; Pay list # 112-5294  
Jobs, Tourism and Skills Training Communications  
Government Communications and Public Engagement, Victoria, BC**

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 initial assignment will be to the Jobs, Tourism and Skills Training Communications office. Depending on operational requirements, you may be reassigned to another communications office within GCPE. This appointment will be effective August 8<sup>th</sup>, 2013, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$101,193.82 annually (or \$3,878.75 bi-weekly), which is 90% of the salary range established for this position. Your supervisor will be Kelly Gleeson, Assistant Deputy Minister, Communications and Media Relations. (JH)

I am pleased to advise you that Government Communications and Public Engagement will offer you relocation assistance. A copy of the Relocation Policy has been included with this letter. If you have any questions regarding relocation assistance, please contact Denise Champion at 250 953-4685.

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.

Government Communications and  
Public Engagement

Mailing Address:  
PO Box 9409 Stn Prov Govt  
Victoria BC V8W 9V1

Location Address:  
4<sup>th</sup> Floor, 617 Government Street  
General Enquiries: 250 387-1337

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 2:00 p.m. on Friday, July 26, 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,

*for Denise Champion*

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.

*for Jason Keenan*  
Jason Keenan

24 July 2013  
Date

Employee Number (if previous/current BC Government Employee): S 22  
Date of Birth (Year/Month/Day): S 22  
Social Insurance Number: S 22

☐ I decline this offer.

\_\_\_\_\_  
Jason Keenan

\_\_\_\_\_  
Date

**Heron, Janelle GCPE:EX**

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**From:** CriminalRecordsReviewProgram@victoria1.gov.bc.ca  
**Sent:** Thursday, July 25, 2013 9:56 AM  
**To:** Heron, Janelle GCPE:EX  
**Cc:** MYHR PSA:EX  
**Subject:** Security Clearance for Jason Alexander Keenan, Service S 22 , DoB s.22

Dear Janelle Heron,

We are pleased to advise that the personnel screening process is complete and that a security clearance has been granted for Jason Alexander Keenan, born S 22 EI: S 22

Thank you for your cooperation.

Personnel Security Screening Office  
Ministry of Justice - Security Programs Division  
Telephone: 1-855-587-0185 Fax: 1-250-356-5987

## Champion, Denise GCPE:EX

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**From:** Champion, Denise GCPE:EX  
**Sent:** Thursday, July 25, 2013 4:23 PM  
**To:** AG LSB OIC Requests, AG:EX  
**Subject:** Request to Raise OIC - J. Keenan

Good Afternoon,

Please initiate an OIC to amend the schedule to the General Appointment Order, 656/2006, to facilitate the following appointment:

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

Please advise if you require any additional information. I would appreciate receiving a copy of the approved Order once it is available.

Thank you!

Denise

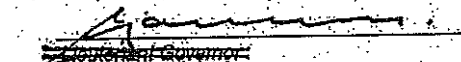
***Denise J. Champion***

Executive Director, Corporate Services  
Government Communications & Public Engagement  
Phone: 250 953-4685  
Fax: 250 387-3534

e-mail: [Denise.Champion@gov.bc.ca](mailto:Denise.Champion@gov.bc.ca)

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

Order in Council No. **355**, Approved and Ordered **AUG - 2 2013**

  
~~Lieutenant Governor~~  
Administrator

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the ~~Lieutenant Governor~~ <sup>Administrator</sup>, 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 following appointment:

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

  
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

August 1, 2013

page 1 of 1

O/456/2013/33