



Where ideas work

December 4, 2012.

File No.: 1385-20/Chin, Ben

S 22

Mr. Ben Chin

S 22

Dear Ben:

**Re: Order-In-Council Appointment
Director of Communications in the Office of the Premier**

I am pleased to confirm your appointment through Order-In-Council to the position of Director of Communications with the Premier's Office, effective December 3, 2012. Your salary will be \$4791.24 bi-weekly, which is \$125,000.00 annually.

You have been authorized to receive assistance toward relocation costs due to your move from Vernon to Victoria. This assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for these expenses. Relocation is a taxable benefit and you will be taxed accordingly. You will need to sign the "New Appointees Relocation Assistance Application and Assignment of Wages Agreement."

The terms and conditions of your employment are equivalent to those established for Category C Employees. The terms and conditions of employment can be found at:

http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-fffd7a99cb29

I wish you success in your appointment. Please call me if you have any questions.

Sincerely,

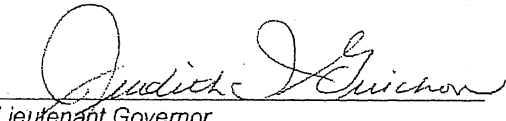
Marilee Hermiston
Human Resource Service Representative
BC Public Service Agency

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pc: Michelle Leamy, Director, Executive Operations

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL


Order in Council No. **854**, Approved and Ordered **DEC - 3 2012**


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 appointments:

Column 1 Person	Column 2 Position	Column 3 Premier/Minister	Column 4 Remuneration
CHIN, Ben	Director of Communications	Premier	Beginning at Step 5
Not Responsive			


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

November 30, 2012

RESUB/O/1127/2012/27

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Personal and Confidential

November 28, 2012

Mr. Ben Chin

S 22

Dear Ben:

This letter confirms our intent to appoint you to the position of Director of Communications, Office of the Premier, effective December 3, 2012.

Your salary on appointment will be \$125,000.10 per annum. As discussed, you will be authorized to receive relocation assistance due to your move from Vernon to Victoria.

As a new employee, there are certain documents necessary to commence payroll and others that are required as a condition of employment. The documents will be given to you for completion as quickly as possible after your start date to ensure timely payroll processing. The *Public Service Act* requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of, and agreement to, comply with the Standards of Conduct for Public Service Employees.

Should you have any questions regarding the terms and conditions of employment or related matters, please contact Kim Haakstad or Michelle Leamy.

Congratulations on your appointment.

Yours truly,

A handwritten signature in black ink, appearing to read "Dan Doyle", with a long horizontal line extending to the right.

Dan Doyle
Chief of Staff, Office of Premier Christy Clark

Director of Communications

Ben Chin

REPORTING RELATIONSHIP:

The Director of Communications reports to Chief of Staff.

ROLE:

The Director of Communications is responsible for coordinating communications for the Premier, maintaining and enhancing the relationship with media and ensuring the Premier is aware of emerging issues.

KEY RESPONSIBILITIES:

- Develop and implement communications coordination related to the Premier. This includes:
 - Coordination of news releases, backgrounders, columns, op eds, letters to the editor, speech notes, ministerial statements, legislative introductions, special acknowledgements, video and radio scripts, quotes, messages, media scans and written publications;
 - Ensuring all proactive communication materials are appropriately structured and communicated to the media; and
 - Media relations.
- Overall responsibility for maintaining and enhancing the working relationship between the Office of the Premier and members of the Legislative Press Gallery and other provincial media.
- Responsible for keeping the Office of the Premier apprised of emerging issues and events that are of potential interest to provincial media.
- Responsible for ensuring that all media availabilities, scrums and press conferences are conducted in an appropriate manner.
- Responsible for working with the Government Communications and Public Engagement staff to ensure that all information that specifically relates to the office of the Premier is coordinated and communicated in an appropriate manner.
- When deemed necessary, responsible for travelling with the Premier to meetings and events where media may be present.