

## Sanford, Donna L GCPE:EX

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**From:** Copage, Caitlin ENV:EX  
**Sent:** Tuesday, October 3, 2017 5:36 PM  
**To:** Sanford, Donna L GCPE:EX  
**Subject:** RE: Resume  
**Attachments:** Resume - Caitlin Copage - Oct 3 2017.docx

Hi Donna,

Here's my latest! Sorry for the delay, just needed a bit of updating.

Thanks!

**Caitlin Copage**, Sr. Policy Advisor  
Strategic Policy Branch | Environmental Sustainability & Strategic Policy Division | Ministry of Environment & Climate Change Strategy  
T (778) 698-4418 | C (778) 678-0716

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**From:** Sanford, Donna L GCPE:EX  
**Sent:** Tuesday, October 3, 2017 4:40 PM  
**To:** Copage, Caitlin ENV:EX  
**Subject:** Resume

Hi Caitlin. Could you please send me your resume? Thanks!

Sent from my Samsung Galaxy smartphone.

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Withheld pursuant to/removed as

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## Sanford, Donna L GCPE:EX

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**From:** Oliver, Chrissy PSA:EX  
**Sent:** Thursday, October 12, 2017 3:09 PM  
**To:** Sanford, Donna L GCPE:EX  
**Subject:** RE: Hiring queries

I am actually out of the office tomorrow. I've tried answering your questions in red below... hope it helps. Can touch base anytime on Monday.

Thanks Donna!

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**From:** Sanford, Donna L GCPE:EX  
**Sent:** Thursday, October 12, 2017 12:47 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** RE: Hiring queries

Hi Chrissy. I can't do 3:30 today but have some 15 minute windows tomorrow at 10, noon and 1. Could any of those work?

I also have time now til 1:45.

Thank you,  
Donna

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**From:** Oliver, Chrissy PSA:EX  
**Sent:** Thursday, October 12, 2017 12:27 PM  
**To:** Sanford, Donna L GCPE:EX  
**Subject:** RE: Hiring queries

Hi Donna, sorry I missed you yesterday... would 3:30 today work?

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**From:** Sanford, Donna L GCPE:EX  
**Sent:** Wednesday, October 11, 2017 1:05 PM  
**To:** Oliver, Chrissy PSA:EX  
**Subject:** Hiring queries

Hello Chrissy. Thanks again for your time yesterday. I've spoken with Janelle Heron and have a couple of additional questions. Would you have time today for another short conversation? I'm free until 3 PM, and then between 3:30 – 4:00.

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Thanks Chrissy,  
Donna

Donna Sanford  
Executive Director  
Confidence and Supply Agreement Secretariat  
[Donna.Sanford@gov.bc.ca](mailto:Donna.Sanford@gov.bc.ca)  
250-893-4771

## Sanford, Donna L GCPE:EX

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**From:** Copage, Caitlin ENV:EX  
**Sent:** Monday, October 30, 2017 12:19 PM  
**To:** Heron, Janelle GCPE:EX  
**Cc:** Sanford, Donna L GCPE:EX; Dale, Raman GCPE:EX  
**Subject:** RE: Offer Letter - Caitlin Copage  
**Attachments:** Consent for Disclosure of Criminal Record Information - Caitlin Copage 2017.pdf; COPAGE Caitlin - OIC Regular Offer Letter\_Oct 2017.pdf; Scan - Identity Confirmation.pdf

Thank you, Janelle!

I am pleased to accept this offer; I have attached a copy of my signed letter here, and will forward this to [commcareers@gov.bc.ca](mailto:commcareers@gov.bc.ca) as per the instructions.

I have also attached a copy of my consent form and colour copies of ID to complete the security screening. Please let me know if there's anything I've missed.

Thanks again!

**Caitlin Copage**, Sr. Policy Advisor  
Strategic Policy Branch | Environmental Sustainability & Strategic Policy Division | Ministry of Environment & Climate Change Strategy  
T (778) 698-4418 | C (778) 678-0716

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**From:** Heron, Janelle GCPE:EX  
**Sent:** Monday, October 30, 2017 9:36 AM  
**To:** Copage, Caitlin ENV:EX  
**Cc:** Sanford, Donna L GCPE:EX; Dale, Raman GCPE:EX  
**Subject:** Offer Letter - Caitlin Copage

Hi Caitlin,

Please find attached your offer letter for the Senior Analyst, Policy and Consultation position with Government Communications and Public Engagement as well as the Standards of Conduct information.

We are looking forward to welcoming you to the team! In addition to the information outlined in your offer letter, there are many exciting perks and benefits you will receive when you join GCPE (see the attached outline).

Please note the designated time frame for the return of this letter.

Also attached is the Consent for Disclosure of Criminal Record Information form. Because this 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 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).

Best regards,

Janelle

**Janelle Heron**

Manager, Talent Services

Government Communications and Public Engagement

**Phone:** (250) 480-8778 | **Email:** [Janelle.Heron@gov.bc.ca](mailto:Janelle.Heron@gov.bc.ca)

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October 30, 2017

File: 1385-20/COPA

Caitlin Copage  
Senior Policy Advisor  
Ministry of Environment and Climate Change Strategy  
5th Floor - 2975 Jutland Road  
Victoria B.C., V8T 5J9

Dear Caitlin:

**Re: Senior Analyst, Policy and Consultation**  
**Classification Band 2**  
**Confidence and Supply Agreement Secretariat**  
**Government Communications and Public Engagement, Victoria**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Senior Analyst, Policy and Consultation assigned to the Confidence and Supply Agreement Secretariat office. This appointment will be effective November 15, 2017, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$75,039.00 annually (or \$2,876.24 bi-weekly). Your supervisor will be Donna Sanford, Executive Director, Confidence and Supply Agreement Secretariat.

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.

Upon acceptance of this offer, the provisions of the BCGEU collective agreement no longer apply to your employment. Instead, your employment will be governed by the Terms and Conditions of Employment for Excluded Employees/Appointees established for Category A appointments. Your OIC appointment may be rescinded at any time at the discretion of the Lieutenant Governor in Council.

At the time your OIC appointment is rescinded, you will be offered placement without competition to a public service position at a level you were at prior to this appointment. This placement will be subject to maintaining satisfactory performance during your OIC appointment.

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:  
4th 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 are currently 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.

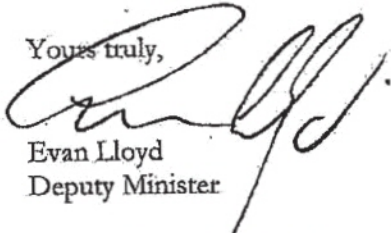
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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 to Government Communications and Public Engagement via email to [CommCareers@gov.bc.ca](mailto:CommCareers@gov.bc.ca), no later than 4:00 p.m. on Wednesday, November 1, 2017.

Failure to respond within the designated time frame will be considered a decline of the offer.

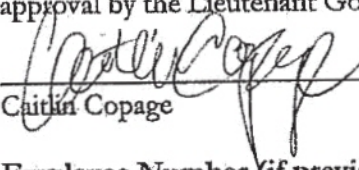
I wish you success in your new position. If you have any questions, please contact Raman Dale at 250 920-8810

Yours truly,

  
Evan Lloyd  
Deputy Minister

pc: Donna Sanford, Executive Director, Confidence and Supply Agreement Secretariat  
Raman Dale, Executive Director, Financial and Corporate Services  
Shaylene Hebert, 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.

  
Caitlin Copage

October 30, 2017  
Date

s.22

Employee Number (if previous/current BC Government Employee)

Date of Birth (Year/Month/Day) s.22

Social Insurance Number s.22

☐ I decline this offer.

\_\_\_\_\_  
Caitlin Copage

\_\_\_\_\_  
Date

# Consent for Disclosure of Criminal Record Information



Where ideas work

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

Surname <b>COPAGE</b>		Given Name (1) <b>CAITLIN</b>		Given Name (2) <b>s.22</b>	
Sex <input checked="" type="checkbox"/> F <input type="checkbox"/> M	Date of Birth (yyyy/mm/dd) <b>s.22</b>	Gov't Employee ID (if current employee)	Driver's Licence No. (even if expired)	Phone Number (incl. area code)	Email Address <b>Caitlin.Copage@gov.bc.ca</b>
Address (no., street, apt.) <b>s.22</b>		City	Province	Postal Code	Country
Place of Birth <b>s.22</b>		Usual First Name or Alias <b>/</b>		Maiden Name/Other Surnames <b>/</b>	

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 or information in the custody of the police, the court, corrections, 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 Justice 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. Subsequent to this record check, I agree to report any incident to the Personnel Security Screening Office if I am arrested, charged or convicted of any criminal offence or any other federal or provincial statutory offence, including any suspension of driving privileges but excluding any ticket-only driving infractions or municipal by-law contraventions. This information is collected by the British Columbia Public Service under s.26(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

**2017/10/30**  
Date (Year, Month, Day)

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

Hiring Manager Surname		Hiring Manager Given name	
Ministry/Organization	Hiring Manager Phone Number	Hiring Manager Email Address (government email only)	

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://justice.gov.bc.ca/pssol/>.

2. Record entry into PSSO on-line service.

<input type="checkbox"/> Check here to confirm criminal record check request entered into PSSO online service	Reference Number (from PSSO online service after submission)
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3. Scan the first page of this form and send it 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 document. Securely destroy the original.



# Consent for Disclosure of Criminal Record Information



# Where ideas work

## NOTE:

- 1) Identity confirmation requirements. Originals (**NOT PHOTOCOPIES**) of your identification will be required by your hiring manager for verification.
- 2) In the event that you know that records will be discovered in the course of a search, please note directions below (under **Records**) for providing a submission for adjudication of a record.
- 3) Material collected under this consent may include other relevant law enforcement records as well as court records normally accessible to the public.

## Identity Confirmation Requirements

A minimum of one primary and one secondary identification must be provided to the hiring manager for verification.

Primary ID	Secondary ID
<b>Issued by ICBC:</b> <ul style="list-style-type: none"> <li>B.C. driver's licence or learner's licence (must have your photo)</li> <li>B.C. Identification (BCID) card</li> </ul> <b>Issued by provincial or territorial government:</b> <ul style="list-style-type: none"> <li>Canadian birth certificate</li> </ul> <b>Issued by Government of Canada:</b> <ul style="list-style-type: none"> <li>Passport</li> <li>Canadian Citizenship Card</li> <li>Permanent Resident Card</li> <li>Canadian Record of Landing/Canadian Immigration Identification Record</li> </ul>	<ul style="list-style-type: none"> <li>School ID card (student card)</li> <li>Bank card (only if applicant's name is on card)</li> <li>Credit card (only if applicant's name is on card)</li> <li>Foreign birth certificate (a baptismal certificate is not acceptable)</li> <li>Canadian or U.S. driver's licence</li> <li>Naturalization certificate</li> <li>Canadian Forces identification</li> <li>Police identification</li> <li>Foreign Affairs Canada or consular identification</li> <li>Vehicle registration (only if applicant's signature is shown)</li> <li>Picture employee ID card</li> <li>Firearms Acquisition Certificate</li> <li>Social Insurance Card (new style without signature strip not acceptable)</li> <li>B.C. CareCard</li> <li>Native Status Card</li> <li>Parole Certificate ID</li> <li>Correctional Service Conditional Release Card</li> </ul>

## Records

A criminal records check will only occur as the last stage before an offer is made. If you are aware that records will be discovered, consider preparing the following information for the purposes of adjudicating the record and have it ready to submit when it is requested by the Personnel Security Screening Office of the Ministry of Justice.

- 1) A description of the records including, date and nature of occurrence and subsequent charges, convictions or administrative penalties.
- 2) A rationale as to why these records should not be considered relevant for this position.
- 3) A description of changes that have occurred in your life that makes these records of less relevance.
- 4) The names and contact information of additional personal references.

**JOB PROFILE:****Senior Analyst, Policy and Consultation, Confidence and Supply Agreement Secretariat**

**Duties:** Reporting to the Executive Director, Confidence and Supply Agreement Secretariat:

- Assist the Executive Director to coordinate implementation of all aspects of the CASA.
- Proactively contact, and respond to queries from, ministry staff regarding CASA consultation requirements in relation to ministry initiatives.
- Maintain regular contact with the Priorities and Accountability Office, Office of the Premier, on strategic policies under Government consideration and related CASA consultation requirements.
- Review Government policy documents as needed to identify related CASA consultation requirements.
- Review Government's events calendar on a weekly basis to proactively identify policy initiatives that may require consultation per the CASA.
- Support bi-weekly Consultation Committee meetings between Government and the BC Green Caucus, including assistance with scheduling and follow-up.
- Assist in scheduling consultation meetings involving any of: BC Green Caucus and/or their staff, Ministers' offices, senior Ministry staff, Premier's office staff.
- Assist in tracking consultations on CASA policy initiatives.
- Assist in the administration and filing of confidentiality undertakings.
- Ensure records provided to or created by the CASA Secretariat are managed according to *FOIPPA* and the *Information Management Act*.
- Support the Executive Director in creating and modifying protocols related to CASA implementation, for use by ministries, the Premiers' Office, Cabinet Operations, Government Communications and Public Engagement (GCPE), and other Government offices, with the goal of establishing best practices guidance for CASA consultations.

**Skills, abilities and knowledge:**

Understanding of the content of the 2017 Confidence and Supply Agreement, and understanding of the means by which the Agreement will be implemented

Knowledge of government processes including the development of legislation and regulations, and Cabinet and Treasury Board submissions

Understanding of the functioning of the legislature

Experience working with senior ministry staff and working across ministries

Demonstrated understanding of *FOIPPA* and the *Information Management Act*

Strong verbal and written communication skills

Excellent tact, diplomacy, judgement and interpersonal skills