



October 17, 2017

File: 1385-20/ROBB

Katie Robb  
s.22

Via email: s.22

Dear Katie:

**Re: Communications Director  
Classification Band 5  
Position # ; Pay list # 022-5312  
Transportation and Infrastructure Communications  
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 Communications Director. Your initial assignment will be to the Transportation and Infrastructure office. This appointment will be effective November 27, 2017, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$110,000 annually (or \$4254.62 bi-weekly). Your supervisor will be Sarah Zaharia, Executive Director.

I am pleased to advise you that Government Communications and Public Engagement is able to offer you \$3,500 assistance towards relocation costs and a temporary living allowance for a period of up to 30 days. Relocation assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Upon acceptance of this offer, you will be provided with further details regarding your relocation reimbursement. Relocation assistance is a taxable benefit and you will be taxed accordingly.

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.

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.

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

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 October 18, 2017.

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

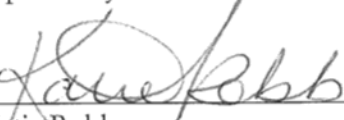
I wish you success in your new position. If you have any questions, please contact Raman Dale at 250 920-8810

Yours truly,

  
Evan Lloyd  
Deputy Minister

pc: Sarah Zaharia, Executive Director  
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.

  
Katie Robb

October 17, 2017  
Date

Employee Number (if previous/current BC Government Employee): \_\_\_\_\_  
s.22

Date of Birth (Year/Month/Day):

Social Insurance Number: \_\_\_\_\_  
s.22

☐ I decline this offer.

\_\_\_\_\_  
Katie Robb

\_\_\_\_\_  
Date

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

Order in Council No. 431

, Approved and Ordered

November 8, 2017

  
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 attached Schedule is appointed to the position with Government Communications and Public Engagement, Ministry of Finance, shown opposite the person's name in Column 2,
- (b) a person appointed under paragraph (a) is to be paid in accordance with the classification band in the British Columbia Management Classification and Compensation Framework administered by the Public Service Agency shown opposite the person's name in Column 3 of the attached Schedule,
- (c) a person appointed under paragraph (a) is to have terms and conditions of employment equivalent to those established for Category A appointees in the "Terms and Conditions for Excluded Employees & Appointees" administered by the Public Service Agency, 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*

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*(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: \_\_\_\_\_

## SCHEDULE

Column 1 Name	Column 2 Appointment	Column 3 Classification Band
BINDER, Stephen	Public Affairs Officer	Band 1
DENSMORE, Bradley	Manager, Media Relations and Issues Management	Band 3
FULLER, Colleen	Senior Online Editor	Band 2
HALL, Christine	Online Editor	Band 1
HEINZE, Laura	Communications Manager	Band 4
JOYES, Kieran	Public Affairs Officer	Band 1
KERRIGAN, Andrea	Strategic Talent Services and Engagement Officer	Band 1
MCGACHIE, Joanne	Public Affairs Officer	Band 1
PHELPS, Brendan	Public Affairs Officer	Band 1
PILLING, Lisa	Public Affairs Officer	Band 1
ROBB, Katie	Communications Director	Band 5