



Where ideas work

June 12, 2014

File: 1385-20/SHAR

Rishi Sharma
s.22

Dear Mr. Sharma:

Further to our conversation, I am pleased to advise you that a temporary appointment has been identified for a six month period. The temporary appointment is to the position of Director, Corporate Initiatives, Assistant Deputy Minister's Office, Ministry of Jobs, Tourism and Skills Training. The appointment is effective from June 13 to December 13, 2014. You will report to Scott MacDonald, ADM Labour Market and Immigration Division.

There is no opportunity to extend the appointment beyond six months.

Your salary for the appointment will remain unchanged at \$89,775 per annum. You will continue to be eligible to participate in the flexible benefits program.

You will be excluded from union/association membership during and the terms and conditions for excluded employees will apply. 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 would like to take this opportunity to emphasize the standards of conduct for a public service employee are different than your role in a ministerial office. Please ensure you are familiar with the standards of conduct for public service employees:

<http://www2.gov.bc.ca/myhr/article.page?ContentID=45bf7662-adf9-8a5f-74f1-657fedd69edf&PageNumber=1>

As an appointee to the public service, you are required to take an oath of employment. Arrangements for the oath of employment can be made by contacting the BC Public Service Agency.

The position that you are being appointed to also requires a Criminal Records check. Please complete the form "Consent for Disclosure of Criminal Record Information" and submit it to your new supervisor for processing. The form can be found at:



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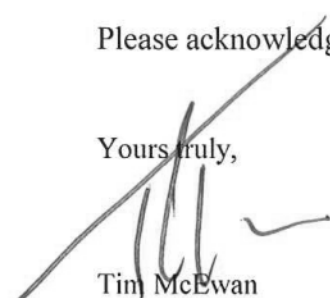
http://www2.gov.bc.ca/local/myhr/documents/jobs_hiring/consent_for_disclosure_of_criminal_record_information.pdf

If you wish to continue your employment in the public service beyond six months, you are strongly encouraged to apply on any posted vacancies that are consistent with your interests and qualifications. You will be considered to have in-service status for the purposes of applying on public service vacancies.

If you have any questions regarding the terms and conditions of employment, standards of conduct, or require any assistance with completing the documentation, please contact Stuart Knittelfelder, Executive Account Director at the BC Public Service Agency. Stuart can be reached at 250-882-8252.

Please acknowledge your confirmation and acceptance by signing below.

Yours truly,



Tim McEwan
Acting Deputy Minister
Ministry of Jobs, Tourism and Skills Training and
Minister Responsible for Labour
604-660-3757

I agree to the terms of the appointment
Rishi Sharma

CC: Dave Byng, Deputy Minister, Ministry of Jobs, Tourism & Skills Training and
Minister Responsible for Labour
Lynda Tarras, Deputy Minister, BC Public Service Agency

From: Purdy, Sheila JTST:EX
To: Hourston, Sveah JTST:EX
Subject: Agreement
Date: Tuesday, June 2, 2015 3:44:00 PM
Attachments: S_Loiacono_secondment_agreement.doc
Importance: High

Here's the revised Agreement – I don't have an address or contact name to put in there so I've highlighted in yellow. When you forward, can you please ask that they contact me regarding the JV process? Thanks.

Sheila Purdy

Manager, Business Operations
Labour Market & Immigration Division
Ministry of Jobs, Tourism & Skills Training
Direct: (250) 953-3707 Cell: S.17

MINISTRY OF JOBS, TOURISM AND SKILLS TRAINING

SECONDMENT AGREEMENT

THIS AGREEMENT (herein called the “Agreement”) dated for reference the 3rd day of June, 2015.

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
represented by the Ministry of Jobs, Tourism and Skills Training, Labour Market and
Immigration Division
 (“JTST”)

OF THE FIRST PART

AND

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
The Office of the Minister of Health
 (“HLTH”)

OF THE SECOND PART

AND

Sabrina Loiacono (the “Secondee”)

OF THE THIRD PART

WHEREAS the Secondee is currently the employee of the Office of the Minister of Health,

AND WHEREAS the Ministry of Jobs, Tourism and Skills Training, Labour Market and
Immigration Division wishes to utilize the services of the Secondee,

AND WHEREAS HLTH agrees to the secondment of the Secondee to JTST,

AND WHEREAS the parties hereto agree as follows:

APPOINTMENT AND TERM

1. The Ministry of Jobs, Tourism and Skills Training retains the Seconded to provide the services described in Schedule “A” to this Agreement (the “Services”) during the term commencing June 15, 2015 and ending December 31, 2015, (the “Term”), subject to earlier termination in accordance with the provisions of this Agreement.

PAYMENT

2. JTST will pay to HLTH in full for the provision of the Services in the amount, manner and time as set out in Schedule “B” to this Agreement, and HLTH will accept the same as full payment and full reimbursement.
3. During the Term, HLTH will continue to administer the Seconded’s salary and benefits.
4. During the Term, JTST will reimburse the Seconded for expenses as set out in Schedule “B” to this Agreement.

RECORDS

5. In connection with the provision of the Services, HLTH and the Seconded will establish and maintain all records, books of account, invoices, receipts and vouchers (herein called the “Records”) to verify compliance with Schedule “A” and Schedule “B” to this Agreement and will permit JTST free access at all reasonable times to the Records for the purposes of copying and/or auditing.

CONTRACTUAL RELATIONSHIP

6. The Seconded will, at all times, remain the employee of HLTH and not be a servant or employee of JTST. HLTH will, at all times, be responsible for and will pay and/or remit any and all taxes, Employment Insurance premiums, Canada Pension Plan premiums or contributions and any other statutory payments or assessment of any kind that are payable as a result of monies paid or payable by JTST to HLTH pursuant to this Agreement.
7. Neither HLTH nor the Seconded may commit or purport to commit JTST to any expenditure or financial or other liability without the express written permission of JTST.
8. During the Term, the Seconded will report directly to and be directly accountable to JTST.
9. The Seconded will be bound by the terms, conditions and statements reflected in the Province’s “Standards of Conduct for Public Service Employees” and “Oath of Employment” during the Term.

10. The Seconded is required to comply with the Province's policy on the use of the internet, the use of email, and other workplace policies expected of other employees and agents of the Province.

OWNERSHIP

11. All material that is produced, received or acquired by, or provided by JTST to the Seconded as a result of this Agreement, whether complete or otherwise, including all findings, data, specifications, drawings, working papers, reports, tapes, films, documents and, without limiting the generality of the foregoing, computer software and other computer materials of whatsoever nature (herein called the "Material"), and any equipment, machinery or other property provided by JTST to the Seconded as a result of this Agreement will be:
- a) the exclusive property of JTST, and
 - b) forthwith delivered by the Seconded to JTST upon JTST giving notice to the Seconded requesting delivery of same, whether such notice is given before, upon or after the expiration or sooner termination of the Agreement.
12. a. Without prejudice to any rights which may exist in JTST by virtue of any prerogative rights and powers or by virtue of the *Copyright Act (Canada)* as amended from time to time, the Seconded agrees that all present and future rights in the copyright in the Material are vested absolutely and immediately in JTST.
- b. Furthermore, the Seconded agrees to confirm subsection (a) by executing a written assignment in any form requested by JTST and delivering the assignment to JTST on or before the end of the Term with the deliverables described in the Services and other Material appended to it.
- c. Where a fully executed assignment and waiver are not submitted as required under this section, notwithstanding any other provision contained in this Agreement:
- i) no further payment by JTST under this Agreement is due and owing; and
 - ii) all payments made pursuant to Schedule "B" of this Agreement are deemed to be a debt due to JTST hereby without claim or request forthwith payable to JTST.
- d. The Seconded warrants that the Seconded is the only person who has or will have moral rights in the Material and the Seconded waives in favour of JTST all of the Seconded's moral rights, as provided for in the law of copyright, in the Material, and upon the Material coming into existence, the Seconded agrees to execute any document requested by JTST acknowledging the waiver of the Seconded's moral rights in the Material.

REPORTS

13. The Seconded will, upon the request of JTST:

- a. fully inform JTST of the work done and to be done in connection with the provision of the Services outlined in Schedule “A”; and
- b. permit JTST at all reasonable times to inspect, examine, review and copy any and all Material.

CONFIDENTIALITY

14. The Seconded will treat as confidential and will not, without prior written consent of JTST, publish, release or disclose or permit to be published released or disclosed, before, upon or after the expiration or sooner termination of this Agreement, the Material or any information supplied to, obtained by, or which comes to the knowledge of the Seconded as a result of this Agreement except insofar as such publication, release or disclosure is necessary to enable the Seconded to fulfill their obligations under this Agreement.

ASSIGNMENT AND SUBCONTRACTING

15. The Seconded and HLTH will not assign, either directly or indirectly, this Agreement or sub-contract any obligation of the Seconded or HLTH under this Agreement.

CONFLICT

16. The Seconded will not, during the Term, perform a service for or provide advice to any person, firm, or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of JTST, give rise to the conflict of interest between the obligations of the Seconded to JTST under this Agreement and the obligations of the Seconded to such other person, firm, or corporation.

TERMINATION

17. Notwithstanding any other provision of this Agreement, if the Seconded is unable to provide the Services for any reason or fails to comply with any provision of this Agreement then, in addition to any other remedy or remedies available to JTST, JTST may, at its option, terminate this Agreement by giving written notice of termination to the Seconded and HLTH.
18. JTST may, in its sole discretion, terminate this Agreement upon giving 30 days written notice to the Seconded and HLTH and payment of funds as required to be made pursuant to paragraph 17 will discharge JTST of all of its liability to the Seconded and HLTH under this Agreement.

NON-WAIVER

19. No provision of this Agreement and no breach of any provision of this Agreement by the Seconded or HLTH will be deemed to have been waived unless such waiver is in writing and signed by JTST.
20. A written waiver by JTST of any breach under paragraph 20 shall not be considered a waiver of the provision itself, which shall remain in full force and effect. Similarly, such a waiver will not be considered to be a waiver of any subsequent breach of the provision of any other provision of this Agreement.

APPROPRIATION

21. Notwithstanding any other provision of this Agreement, the payment of money by JTST to HLTH pursuant to this Agreement is subjected to:
 - a) there being sufficient monies available in an appropriation, as defined in the *Financial Administration Act*, S.B.C. 1981, c.15 (the *Financial Administration Act* and every amendment made thereto being herein collectively called the “Act”), to enable JTST, in any fiscal year or part thereof when any payment of money by JTST to HLTH falls due pursuant to this Agreement, to make that payment; and
 - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, an expenditure under any appropriation referred to in subparagraph (a) of this paragraph

REFERENCES

22. Every reference to JTST in this Agreement will include the Minister, the Deputy Minister and any person designated by either of them to act for or on their respective behalf with respect to any provision or provisions of this Agreement.

NOTICE

23. Any notice, payment, or any or all of the Material that either party may be required or may desire to give or delivery to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally on the date of such personal delivery or, if mailed, on the third business day after the mailing of the same in British Columbia by prepaid post.

if to JTST:
Deputy Minister's Office
Ministry of Jobs, Tourism and Skills Training
PO Box 9846 Stn Prov Govt

Victoria, BC V8W 9T2

if to HLTH:
Attention: [NAME]
[ADDRESS]

if to the Seconded:
Sabrina Loiacono
s.22

MISCELLANEOUS

24. Any party may, from time to time, advise the other by notice in writing of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified will, for the purposes of 23, be conclusively deemed to be the address of the party giving such notice.
25. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
26. The Schedules to this Agreement are an integral part of this Agreement as if set out in length in the body of the Agreement.
27. This Agreement embodies the entire Agreement between the parties and no understanding or Agreement, verbal or otherwise, exists.
28. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope of any provision of this Agreement.
29. No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.
30. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original and all such counterparts may be delivered by facsimile transmission and such transmission shall be considered an original.

The parties hereto have executed this Agreement on the day and year as set out above.

SIGNED AND DELIVERED on
behalf of the Office of the Minister,
Ministry of Health

(Print Name of Authorized
Representative)

(Signature)

SIGNED AND DELIVERED by the
Seconded

(Print Name of Seconded)

(Signature)

SIGNED AND DELIVERED on
behalf of the Ministry of Jobs, Tourism
and Skills Training

(Print Name of Authorized
Representative)

(Signature)

SCHEDULE “A” SERVICES

OVERVIEW

Working in the position of Director of Strategic Outreach, the Seconded will develop, implement and maintain stakeholder management systems/processes by reaching out to staff within the division, the ministry and other ministries, as well as reaching out to other provincial governments, the federal government and external stakeholder parties.

This position reports directly to the Director, Corporate Initiatives and Stakeholder Relations Branch.

DELIVERABLES

1. Manage and regularly update divisional stakeholder lists – associations, employers, IGR, First Nations, cross-ministry - using a strategic lens, analysis and recognizing all major Jobs Plan sectors.
2. Develop and implement a stakeholder engagement process and internal infrastructure.
3. Develop and regularly maintain divisional stakeholder map.
4. Coordinate and create a divisional “opportunities” list related to policy, program and promotion.
5. Assist with coordination of sectoral roundtable sessions.
6. Draft and produce written documents, including briefing notes, reports, issue notes, position papers, market analysis, speaking notes, Q&A documents, backgrounders, cabinet submissions, treasury board submissions, correspondence, email, agendas and other documents to support the operations of the division.

SCHEDULE "B"
FEES AND EXPENSES

7. Fees shall be payable to HLTH in quarterly payments and shall comprise the aggregate of the following amounts:
 - a. a sum equivalent to one-quarter the gross annual salary of \$74,000.21 to the Seconded; and
 - b. a sum equivalent to the quarterly contributions owed by HLTH respecting the Seconded for:
 - i. Employment Insurance
 - ii. Canadian Pension Plan
 - iii. Pension Plan Contribution
 - iv. Employee benefits which include medical, dental, extended health care, disability and life insurance plans in which the Seconded is entitled to participate
 - v. [other]
2. The fees payable under paragraph 1 of this Schedule shall include any increase payable to the Seconded by HLTH during the Term, whether such increase is paid during or after the expiry of the Term of this Agreement.
3. Where requested to travel during the Term, JTST will reimburse the Seconded for travel, accommodation and telecommunication expenses at Group 2 rates in accordance with government policy, provided the same are supported by receipts where required.
4. HLTH will submit to JTST on the 1st day of every quarter (or the next business day thereafter), a written statement of account showing the calculation of all fees and expenses claimed for the preceding quarter.
5. All amounts payable to HLTH referred to in this Schedule shall be paid, upon receipt of an invoice in accordance with the current payment policies of JTST.
6. The Seconded will submit to JTST, on Travel Voucher Form FIN10, all claims for expense reimbursement with attached receipts, where applicable. Within 30 days of receipt by JTST of any such expense claim, the expenses referred to in paragraph 3 of this Schedule will be paid to the Seconded.



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MINISTRY OF JOBS, TOURISM AND SKILLS TRAINING

SECONDMENT AGREEMENT

THIS AGREEMENT (herein called the "Agreement") dated for reference the 3rd day of June, 2015.

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
represented by the Ministry of Jobs, Tourism and Skills Training, Labour Market and
Immigration Division
("JTST")

OF THE FIRST PART

AND

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA
The Office of the Minister of Health
("HLTH")

OF THE SECOND PART

AND

Sabrina Loliacono (the "Secondee")

OF THE THIRD PART

WHEREAS the Secondee is currently the employee of the Office of the Minister of Health,

AND WHEREAS the Ministry of Jobs, Tourism and Skills Training, Labour Market and
Immigration Division wishes to utilize the services of the Secondee,

AND WHEREAS HLTH agrees to the secondment of the Secondee to JTST,

AND WHEREAS the parties hereto agree as follows:



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APPOINTMENT AND TERM

1. The Ministry of Jobs, Tourism and Skills Training retains the Seconded to provide the services described in Schedule "A" to this Agreement (the "Services") during the term commencing June 15, 2015 and ending December 31, 2015, (the "Term"), subject to earlier termination in accordance with the provisions of this Agreement.

PAYMENT

2. JTST will pay to HLTH in full for the provision of the Services in the amount, manner and time as set out in Schedule "B" to this Agreement, and HLTH will accept the same as full payment and full reimbursement.
3. During the Term, HLTH will continue to administer the Seconded's salary and benefits.
4. During the Term, JTST will reimburse the Seconded for expenses as set out in Schedule "B" to this Agreement.

RECORDS

5. In connection with the provision of the Services, HLTH and the Seconded will establish and maintain all records, books of account, invoices, receipts and vouchers (herein called the "Records") to verify compliance with Schedule "A" and Schedule "B" to this Agreement and will permit JTST free access at all reasonable times to the Records for the purposes of copying and/or auditing.

CONTRACTUAL RELATIONSHIP

6. The Seconded will, at all times, remain the employee of HLTH and not be a servant or employee of JTST. HLTH will, at all times, be responsible for and will pay and/or remit any and all taxes, Employment Insurance premiums, Canada Pension Plan premiums or contributions and any other statutory payments or assessment of any kind that are payable as a result of monies paid or payable by JTST to HLTH pursuant to this Agreement.
7. Neither HLTH nor the Seconded may commit or purport to commit JTST to any expenditure or financial or other liability without the express written permission of JTST.
8. During the Term, the Seconded will report directly to and be directly accountable to JTST.
9. The Seconded will be bound by the terms, conditions and statements reflected in the Province's "Standards of Conduct for Public Service Employees" and "Oath of Employment" during the Term.



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10. The Seconded is required to comply with the Province's policy on the use of the internet, the use of email, and other workplace policies expected of other employees and agents of the Province.

OWNERSHIP

11. All material that is produced, received or acquired by, or provided by JTST to the Seconded as a result of this Agreement, whether complete or otherwise, including all findings, data, specifications, drawings, working papers, reports, tapes, films, documents and, without limiting the generality of the foregoing, computer software and other computer materials of whatsoever nature (herein called the "Material"), and any equipment, machinery or other property provided by JTST to the Seconded as a result of this Agreement will be:
- a) the exclusive property of JTST, and
 - b) forthwith delivered by the Seconded to JTST upon JTST giving notice to the Seconded requesting delivery of same, whether such notice is given before, upon or after the expiration or sooner termination of the Agreement.
12. a. Without prejudice to any rights which may exist in JTST by virtue of any prerogative rights and powers or by virtue of the *Copyright Act (Canada)* as amended from time to time, the Seconded agrees that all present and future rights in the copyright in the Material are vested absolutely and immediately in JTST.
- b. Furthermore, the Seconded agrees to confirm subsection (a) by executing a written assignment in any form requested by JTST and delivering the assignment to JTST on or before the end of the Term with the deliverables described in the Services and other Material appended to it.
- c. Where a fully executed assignment and waiver are not submitted as required under this section, notwithstanding any other provision contained in this Agreement:
- i) no further payment by JTST under this Agreement is due and owing; and
 - ii) all payments made pursuant to Schedule "B" of this Agreement are deemed to be a debt due to JTST hereby without claim or request forthwith payable to JTST.
- d. The Seconded warrants that the Seconded is the only person who has or will have moral rights in the Material and the Seconded waives in favour of JTST all of the Seconded's moral rights, as provided for in the law of copyright, in the Material, and upon the Material coming into existence, the Seconded agrees to execute any document requested by JTST acknowledging the waiver of the Seconded's moral rights in the Material.



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REPORTS

13. The Seconded will, upon the request of JTST:

- a. fully inform JTST of the work done and to be done in connection with the provision of the Services outlined in Schedule "A"; and
- b. permit JTST at all reasonable times to inspect, examine, review and copy any and all Material.

CONFIDENTIALITY

14. The Seconded will treat as confidential and will not, without prior written consent of JTST, publish, release or disclose or permit to be published released or disclosed, before, upon or after the expiration or sooner termination of this Agreement, the Material or any information supplied to, obtained by, or which comes to the knowledge of the Seconded as a result of this Agreement except insofar as such publication, release or disclosure is necessary to enable the Seconded to fulfill their obligations under this Agreement.

ASSIGNMENT AND SUBCONTRACTING

15. The Seconded and HLTH will not assign, either directly or indirectly, this Agreement or subcontract any obligation of the Seconded or HLTH under this Agreement.

CONFLICT

16. The Seconded will not, during the Term, perform a service for or provide advice to any person, firm, or corporation where the performance of the service or the provision of the advice may or does, in the reasonable opinion of JTST, give rise to the conflict of interest between the obligations of the Seconded to JTST under this Agreement and the obligations of the Seconded to such other person, firm, or corporation.

TERMINATION

17. Notwithstanding any other provision of this Agreement, if the Seconded is unable to provide the Services for any reason or fails to comply with any provision of this Agreement then, in addition to any other remedy or remedies available to JTST, JTST may, at its option, terminate this Agreement by giving written notice of termination to the Seconded and HLTH.
18. JTST may, in its sole discretion, terminate this Agreement upon giving 30 days written notice to the Seconded and HLTH and payment of funds as required to be made pursuant to paragraph 17 will discharge JTST of all of its liability to the Seconded and HLTH under this Agreement.



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NON-WAIVER

19. No provision of this Agreement and no breach of any provision of this Agreement by the Seconded or HLTH will be deemed to have been waived unless such waiver is in writing and signed by JTST.
20. A written waiver by JTST of any breach under paragraph 20 shall not be considered a waiver of the provision itself, which shall remain in full force and effect. Similarly, such a waiver will not be considered to be a waiver of any subsequent breach of the provision of any other provision of this Agreement.

APPROPRIATION

21. Notwithstanding any other provision of this Agreement, the payment of money by JTST to HLTH pursuant to this Agreement is subjected to:
- a) there being sufficient monies available in an appropriation, as defined in the *Financial Administration Act*, S.B.C. 1981, c.15 (the *Financial Administration Act* and every amendment made thereto being herein collectively called the "Act"), to enable JTST, in any fiscal year or part thereof when any payment of money by JTST to HLTH falls due pursuant to this Agreement, to make that payment; and
 - b) Treasury Board, as defined in the Act, not having controlled or limited, pursuant to the Act, an expenditure under any appropriation referred to in subparagraph (a) of this paragraph

REFERENCES

22. Every reference to JTST in this Agreement will include the Minister, the Deputy Minister and any person designated by either of them to act for or on their respective behalf with respect to any provision or provisions of this Agreement.

NOTICE

23. Any notice, payment, or any or all of the Material that either party may be required or may desire to give or delivery to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally on the date of such personal delivery or, if mailed, on the third business day after the mailing of the same in British Columbia by prepaid post.

if to JTST:
Deputy Minister's Office
Ministry of Jobs, Tourism and Skills Training
PO Box 9846 Stn Prov Govt



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Victoria, BC V8W 9T2

if to HLTH:

Deputy Minister's Office

Ministry of Health

PO Box 9639 Stn Prov Govt

Victoria, BC V8W 9P1

if to the Seconded:

Sabrina Loiacono

s.22

MISCELLANEOUS

24. Any party may, from time to time, advise the other by notice in writing of any change of address of the party giving such notice and from and after the giving of such notice the address therein specified will, for the purposes of 23, be conclusively deemed to be the address of the party giving such notice.
25. This Agreement will be governed by and construed in accordance with the laws of the Province of British Columbia.
26. The Schedules to this Agreement are an integral part of this Agreement as if set out in length in the body of the Agreement.
27. This Agreement embodies the entire Agreement between the parties and no understanding or Agreement, verbal or otherwise, exists.
28. The headings appearing in this Agreement have been inserted for reference and as a matter of convenience and in no way define, limit or enlarge the scope of any provision of this Agreement.
29. No amendment or modification to this Agreement will be effective unless it is in writing and duly executed by the parties.
30. This Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original and all such counterparts may be delivered by facsimile transmission and such transmission shall be considered an original.

The parties hereto have executed this Agreement on the day and year as set out above.



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SIGNED AND DELIVERED on
behalf of the Office of the Minister,
Ministry of Health

S Brown

(Print Name of Authorized
Representative)

[Signature]
(Signature)

SIGNED AND DELIVERED by the
Seconded

Sabrina Loiacono
(Print Name of Seconded)

[Signature]
(Signature)

SIGNED AND DELIVERED on
behalf of the Ministry of Jobs, Tourism
and Skills Training

Athana Mentzelopoulos

(Print Name of Authorized
Representative)

[Signature]
(Signature)



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SCHEDULE "A" SERVICES

OVERVIEW

Working in the position of Director of Strategic Outreach, the Seconded will develop, implement and maintain stakeholder management systems/processes by reaching out to staff within the division, the ministry and other ministries, as well as reaching out to other provincial governments, the federal government and external stakeholder parties.

This position reports directly to the Director, Corporate Initiatives and Stakeholder Relations Branch.

DELIVERABLES

1. Manage and regularly update divisional stakeholder lists – associations, employers, IGR, First Nations, cross-ministry - using a strategic lens, analysis and recognizing all major Jobs Plan sectors.
2. Develop and implement a stakeholder engagement process and internal infrastructure.
3. Develop and regularly maintain divisional stakeholder map.
4. Coordinate and create a divisional "opportunities" list related to policy, program and promotion.
5. Assist with coordination of sectoral roundtable sessions.
6. Draft and produce written documents, including briefing notes, reports, issue notes, position papers, market analysis, speaking notes, Q&A documents, backgrounders, cabinet submissions, treasury board submissions, correspondence, email, agendas and other documents to support the operations of the division.



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SCHEDULE "B"
FEES AND EXPENSES

7. Fees shall be payable to HLTH in quarterly payments and shall comprise the aggregate of the following amounts:
 - a. a sum equivalent to one-quarter the gross annual salary of \$74,000.21 to the Seconded; and
 - b. a sum equivalent to the quarterly contributions owed by HLTH respecting the Seconded for:
 - i. Employment Insurance
 - ii. Canadian Pension Plan
 - iii. Pension Plan Contribution
 - iv. Employee benefits which include medical, dental, extended health care, disability and life insurance plans in which the Seconded is entitled to participate
 - v. [other]
2. The fees payable under paragraph 1 of this Schedule shall include any increase payable to the Seconded by HLTH during the Term, whether such increase is paid during or after the expiry of the Term of this Agreement.
3. Where requested to travel during the Term, JTST will reimburse the Seconded for travel, accommodation and telecommunication expenses at Group 2 rates in accordance with government policy, provided the same are supported by receipts where required.
4. HLTH will submit to JTST on the 1st day of every quarter (or the next business day thereafter), a written statement of account showing the calculation of all fees and expenses claimed for the preceding quarter.
5. All amounts payable to HLTH referred to in this Schedule shall be paid, upon receipt of an invoice in accordance with the current payment policies of JTST.
6. The Seconded will submit to JTST, on Travel Voucher Form 14N10, all claims for expense reimbursement with attached receipts, where applicable. Within 30 days of receipt by JTST of any such expense claim, the expenses referred to in paragraph 3 of this Schedule will be paid to the Seconded.

D'Argis, Krista CSCD:EX

From: JAG Criminal Records Review Program JAG:EX
Sent: Monday, June 15, 2015 5:00 PM
To: Purdy, Sheila JTST:EX
Cc: MYHR PSA:EX
Subject: Security Clearance for Sabrina s.22 Loiacono, s.22
s.22

Dear Sheila Purdy,

We are pleased to advise that the personnel screening process is complete and that a security clearance has been granted for Sabrina s.22 Loiacono, 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