

McPhee, Jordan PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Thursday, May 19, 2016 8:10 AM
To: Mann, Carter GCPE:EX
Cc: McPhee, Jordan PREM:EX
Subject: follow-up

Carter – If you have misplaced the form, I do have another copy that I can send you. I only need you to check off the boxes and scan back to me.

I have also left a message on your cell.

Thanks.

m

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, May 17, 2016 10:32 AM
To: Mann, Carter PREM:EX
Cc: McPhee, Jordan PREM:EX
Subject: Required today

Hi – can you please scan me the form today. Thanks. m

From: Leamy, Michelle T PREM:EX
Sent: Saturday, May 14, 2016 10:53 AM
To: Mann, Carter PREM:EX
Subject: Fw: Form

Hi Carter - just following up. thx. m

From: Leamy, Michelle T PREM:EX
Sent: Thursday, May 12, 2016 4:13 PM
To: Mann, Carter PREM:EX
Subject: Form

Hi Carter – I left a form on your chair the other day so that you could check off the boxes and hand it back to me. Do you still have it? Can you pls scan it back to me. Thx. m

McPhee, Jordan PREM:EX

From: Bremner, Virginia PREM:EX
Sent: Monday, May 9, 2016 3:11 PM
To: Leamy, Michelle T PREM:EX
Cc: McPhee, Jordan PREM:EX
Subject: RE: Materials for FOI Session

Of course😊

From: Leamy, Michelle T PREM:EX
Sent: Monday, May 9, 2016 3:09 PM
To: Bremner, Virginia PREM:EX
Cc: McPhee, Jordan PREM:EX
Subject: Materials for FOI Session

Hi Virginia – can you please six copies of this package for the FOI Info Session tomorrow. I have confirmed the following to be attending: you, Wade, Carter, Andrew, Adam, and Barinder. Thanks! m

Scan 1 – sign-off sheet. once they have completed the session tomorrow, people are to sign-off on this sheet and scan it to me.

Scan 2 – the ppt presentation

Scan 3 – additional info sheets (some are two-sided and some are one-sided – sorry about that!)

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Monday, May 16, 2016 3:20 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Carter's last day in the Premier's Office was Friday, May 13, 2016.

Thanks.

m

From: Mann, Carter PREM:EX
Sent: Monday, May 16, 2016 12:25 PM
To: Leamy, Michelle T PREM:EX
Subject: new job

Hi Michelle,

I have accepted a new position in GCPE beginning 2016-05-16.

Thanks

Carter

Privacy, Access and Records Management Refresher

I, CARTER MANN, confirm:
<print name>

- ☒ that I attended the "Privacy, Access and Records Management Refresher" facilitated by the Corporate Information and Records Management Office;
- ☒ that I understood the content of the training, and know that I have resources available to me in the event that I am not clear on my information management obligations; and
- ☒ that I will, in good faith and on the basis of reasonable belief, conduct myself in accordance with the laws, policies and best practices contained within this training.

5/19/15
Date


Signature

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Tuesday, May 3, 2016 7:04 AM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Carter Mann has been reappointed Operations Coordinator in the Premier's Office for a term ending May 31, 2016. His remuneration continues at Step 3.

Thanks.

m

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 273

, Approved and Ordered

May 02, 2016


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) Carter Mann is appointed to the position of Operations Coordinator in the Office of the Premier for a term ending May 31, 2016, and
- (b) Carter Mann is to be paid as an Operations Coordinator, within the salary range set up in the Salary Range Order, Order in Council 588/2006, beginning at step 3 of that salary range, with the terms and conditions of employment equivalent to those established for category C appointments in Order in Council 806/89.


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: _____

May 2, 2016

page 1 of 1

O/371/2016/33

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Withheld pursuant to/removed as

s.14

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 340

, Approved and Ordered May 24, 2016


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 253/2013 is amended by adding the following appointment:

Column 1 Person	Column 2 Position	Column 3 Premier/Minister	Column 4 Remuneration
MILLS, Shane	Director of Issues Management	Premier	Beginning at Step 9



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 253/2013

May 19, 2016

Public Service Act
POLITICAL STAFF OATH REGULATION

Definition

- 1 In this regulation, “political staff member” means a person described in the Schedule to the Standards of Conduct for Political Staff Regulation

Form of oath

- 2 The prescribed form of oath for a political staff member for purposes of section 21 of the Public Service Act is as follows:

As an appointee under section 15(1) (a) of the *Public Service Act*, I, Shane Mills, [appointee name] do solemnly swear/affirm [circle one] that I will

- 1 loyally serve the people of British Columbia through their democratically elected government,
2 honour and faithfully abide by the Standards of Conduct for Political Staff, and
3 to the best of my ability,

(a) act with integrity, putting the interests of the public and the public service above my own personal interest and avoiding all conflicts of interest, whether real or perceived,

(b) safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law,

(c) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the Province of British Columbia and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 24th day of May, 2016.

Mabelle Doremy
Person administering Oath or Affirmation

[Signature]
Person giving Oath or Affirmation



Standards of Conduct for Political Staff Acknowledgement

The **Standards of Conduct for Political Staff** can be found [online and downloaded in printable format](#).

The objectives of this policy are to describe the standards of conduct expected of political staff and to define employer and staff responsibilities related to them. Some of the principles described in the policy are reflected in the Political Staff Oath taken by all political staff.

Staff who breach the Standards of Conduct for Political Staff may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of political staff. **Sign the statement at the bottom of this page and return it to the employer within ten working days.** Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the Standards of Conduct for Political Staff and that I have read and understood this policy.

SIGNATURE

NAME

DATE

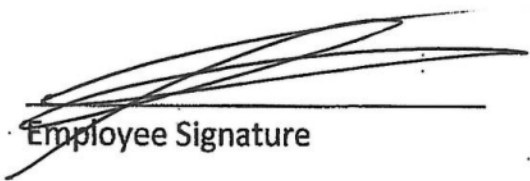
Shane Mills

May 24/16

Information and Communications Technology (ICT) Agreement

**Information Management and Information
Technology Management**

I, Shane Mills, have received a copy of the
Standards of Conduct and the Policy Directive dated March 21, 2014 entitled
'Appropriate Use of Government Information and Information Technology
Resources' and understand my responsibilities regarding the appropriate use of
government information and communications technology.


Employee Signature

May 24/16
Date


pc: BCPSA HR Client Services for Employee Personnel File

Privacy, Access and Records Management Refresher

I, Shane Mills, confirm:
<print name>

- ☒ that I attended the "Privacy, Access and Records Management Refresher" facilitated by the Corporate Information and Records Management Office;
- ☒ that I understood the content of the training, and know that I have resources available to me in the event that I am not clear on my information management obligations; and
- ☒ that I will, in good faith and on the basis of reasonable belief, conduct myself in accordance with the laws, policies and best practices contained within this training.

May 24/16
Date


Signature

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Thursday, May 19, 2016 3:25 PM
To: Prisiak, Lisa PREM:EX
Subject: Staffing OICs for Tuesday
Attachments: Log 461 Mills May 24 2016.pdf; Log 460 Normand May 24 2016.pdf

Hi Lisa – here are the staffing OICs for Tuesday.

Shane Mills, Director of Issues Management, Premier's Office.
Nicole Normand, Support Staff, Minister de Jong's office.

Thanks.

m

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Withheld pursuant to/removed as

s.14

Leamy, Michelle T PREM:EX

From: Leamy, Michelle T PREM:EX
Sent: Thursday, May 19, 2016 12:32 PM
To: Phillips, Dawn-Lynn PSA:EX
Subject: Staff Changes

Hi Dawn-Lynn:

Please be advised that Shane Mills is being appointed Director of Issues Management effective Tuesday, May 24, 2016. His remuneration will begin at Step 9.

Thanks.

m

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Withheld pursuant to/removed as

s.14

Wray, Stephanie PREM:EX

From: Dixon, Kevin <Kevin.Dixon@leg.bc.ca>
Sent: Thursday, May 5, 2016 5:12 PM
Subject: Weekly OIC Digest: April 27 - May 3

Weekly Digest of OIC Appointments for April 27 – May 3

Approved and Ordered

Board Appointments

<http://www.brdo.gov.bc.ca/appsList.asp>

Advertised vacancies Province wide:

<http://www.brainhunter.com/frontoffice/searchSeekerJobAction.do?sitecode=pl526&locationPicker=Y&jobStream=&locationId=5000&keyword=&search=Search&order=&sortField=&goJobDetail=&sortedit=&externaljob=#searchSection>

New Appointments

Ina Gjoka, Executive Scheduling Coordinator, Office of the Premier

Gul Arzu Gulsen, Executive Assistant, Office of the Premier

Zoe Keirstead, Executive Assistant, Minister of Finance

Carter Mann, Operations Coordinator, Office of the Premier

Thanks,

Kevin.

Kevin Dixon
Manager of Operations
BC Government Caucus

East Annex | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-356-6134 | Fax: 250-387-9066 | Email: kevin.dixon@leg.bc.ca

Gulsen, Gul PREM:EX

From: Dixon, Kevin <Kevin.Dixon@leg.bc.ca>
Sent: Thursday, May 5, 2016 5:12 PM
Subject: Weekly OIC Digest: April 27 - May 3

Weekly Digest of OIC Appointments for April 27 – May 3

Approved and Ordered

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Advertised vacancies Province wide:

<http://www.brainhunter.com/frontoffice/searchSeekerJobAction.do?sitecode=pl526&locationPicker=Y&jobStream=&locationId=5000&keyword=&search=Search&order=&sortField=&goJobDetail=&sortedit=&externaljob=#searchSection>

New Appointments

Ina Gjoka, Executive Scheduling Coordinator, Office of the Premier

Gul Arzu Gulsen, Executive Assistant, Office of the Premier

Zoe Keirstead, Executive Assistant, Minister of Finance

Carter Mann, Operations Coordinator, Office of the Premier

Thanks,

Kevin.

Kevin Dixon

Manager of Operations

[BC Government Caucus](#)

East Annex | Parliament Buildings | Victoria | British Columbia | V8V 1X4

Phone: 250-356-6134 | Fax: 250-387-9066 | Email: kevin.dixon@leg.bc.ca

Kay, Maclean PREM:EX

From: Dixon, Kevin <Kevin.Dixon@leg.bc.ca>
Sent: Thursday, May 5, 2016 5:12 PM
Subject: Weekly OIC Digest: April 27 - May 3

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Approved and Ordered

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Ina Gjoka, Executive Scheduling Coordinator, Office of the Premier

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Zoe Keirstead, Executive Assistant, Minister of Finance

Carter Mann, Operations Coordinator, Office of the Premier

Thanks,

Kevin.

Kevin Dixon

Manager of Operations

BC Government Caucus

East Annex | Parliament Buildings | Victoria | British Columbia | V8V 1X4
Phone: 250-356-6134 | Fax: 250-387-9066 | Email: kevin.dixon@leg.bc.ca

McPhee, Adam PREM:EX

From: Mills, Shane PREM:EX
Sent: Tuesday, May 24, 2016 4:00 PM
Subject: New Email

Hi all

Please note I'm now using shane.mills@gov.bc.ca

Mobile remains unchanged at 250-661-1015

Thanks
Shane