

OOP FOI PREM:EX

From: Wade, Debbie PREM:EX
Sent: December 17, 2019 11:35 AM
To: Parte, Maura PREM:EX
Cc: Hockin, Amber PREM:EX
Subject: RE: Hiring s.22 (Shannon Russell)

Yes everything is the same just different title.

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PREM:EX
Sent: Tuesday, December 17, 2019 11:34 AM
To: Wade, Debbie PREM:EX
Cc: Hockin, Amber PREM:EX
Subject: RE: Hiring s.22 (Shannon Russell)

Is it still Band 3 and \$98,500?

From: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Sent: December 17, 2019 11:32 AM
To: Parte, Maura PREM:EX <Maura.Parte@gov.bc.ca>
Cc: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Subject: RE: Hiring s.22 (Shannon Russell)

Hi Maura;

FYI - We have revised Shannon's title, to the following,

Executive Advisor, Project & Strategic Liaison - Office of the Premier.
Was; s.12; s.22

I can make the change and print again for Amber's signature.

Thanks!

*Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075*

From: Parte, Maura PREM:EX <Maura.Parte@gov.bc.ca>
Sent: Tuesday, December 17, 2019 10:22 AM
To: Hockin, Amber PREM:EX <Amber.Hockin@gov.bc.ca>
Cc: Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca>
Subject: Hiring s.22 (Shannon Russell)

Draft letter for consideration for S Russell

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: December 16, 2019 1:34 PM
To: Hockin, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Orders this week

Hi Amber, here is a summary of staff orders that are underway:

Orders for processing this week:

Ramesh Ranjan to TRANS MA Jan 6, Band 2, \$80,000
Krystal Thomson to FIN MA Jan 6, Band 2, \$73,440
Jeff Hannah to SDPR MA Jan 6, Band 2, \$73,440
Maria Szabo to JTT MA Jan 6, Band 2, \$73,440
Bruce Fogg to s.12 MA Jan 6, Band 2, \$73,440
Alison Copeland to TAC EA Jan 6, Band 1, \$66,300

Orders to be processed post Jan 6:

Shannon Russell to OOP Jan 13, s.12: s.22 Band 3, \$98,500
Marina Holding to TAC MA, Jan 13, Band 2, \$73,440

OOP FOI PREM:EX

From: Wade, Debbie PREM:EX
Sent: January 7, 2020 11:14 AM
To: Russell, Shannon PREM:EX
Cc: Parte, Maura PREM:EX
Subject: Offer Letter
Attachments: Scan_20200107.pdf

Tracking:	Recipient	Read
	Russell, Shannon PREM:EX	Read: 2020-01-07 11:25 AM
	Parte, Maura PREM:EX	Read: 2020-01-07 11:18 AM

Good morning Shannon;

Please find attached your offer letter appointing you to the role of Executive Advisor, Project and Strategic Liaison, in the Office of the Premier. Please sign and return to me at your earliest convenience.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075



PERSONAL AND CONFIDENTIAL

January 6th, 2020

Shannon Russell
By email to Shannon.Russell@gov.bc.ca

Dear Shannon:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Executive Advisor, Project and Strategic Liaison, in the Office of the Premier, effective January 13, 2020. I will be your supervisor.

Your salary will be \$98,500 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact HR Director Maura Parte at Maura.Parte@gov.bc.ca.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a ^{s.12; s.22}

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.



Lastly, I would like to extend my best wishes for your success in this role.

Yours truly,

Amber Hockin
Deputy Chief of Staff
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

Shannon Russell

Date

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: December 17, 2019 10:22 AM
To: Hockin, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Hiring s.22 (Shannon Russell)
Attachments: Hiring s.22 (Shannon Russell).docx

Draft letter for consideration for S Russell



PERSONAL AND CONFIDENTIAL

December 17, 2019

Shannon Russell
By email to Shannon.Russell@gov.bc.ca

Dear Shannon:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of ^{s.12; s.22} in the Office of the Premier, effective January 13, 2020. I will be your supervisor.

Your salary will be \$98,500 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact HR Director Maura Parte at Maura.Parte@gov.bc.ca.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a ^{s.12; s.22} s.12; s.22

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.



Lastly, I would like to extend my best wishes for your success in this role.

Yours truly,

Amber Hockin
Deputy Chief of Staff
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

Shannon Russell

Date

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: December 13, 2019 9:00 AM
To: Valley, Nancy PSA:EX; AG LSB OIC Requests, AG:EX
Subject: RE: Political OIC Appointments for 2020

Hello,

I have a change to one of these orders.

If you are placing appointments into one order please remove the S Russell appointment from the group. The effective date for her appointment has moved to January 13 so we are going to process that one separately the week of January 6-10.

The remaining 6 orders are fine to be grouped into one order for processing next week.

Thank you,
Maura

Maura Parte
Human Resources Director
Office of the Premier
778-698-9278

From: Valley, Nancy PSA:EX
Sent: December 10, 2019 9:17 AM
To: AG LSB OIC Requests, AG:EX
Cc: Parte, Maura PREM:EX
Subject: Political OIC Appointments for 2020

Hello,

Please find attached instructions for 7 OIC appointments effective Jan 6, 2020.

We are hoping to have them for processing December 20th.

If you have any questions, please let me know!

Thank you!

Nancy Valley, Project Assistant

Executive Talent Management
BC Public Service Agency
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2
Ph: 1 (778) 698-7973
www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772

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Where ideas work

OOP FOI PREM:EX

From: Hockin, Amber PREM:EX
Sent: January 21, 2020 6:16 PM
To: Parte, Maura PREM:EX
Subject: Re: Proposed Staff Transfers

Thanks Maura!

Amber Hockin
Deputy Chief of Staff
7785840867
Amber.hockin@gov.bc.ca
Sent from my iPhone

On Jan 21, 2020, at 3:40 PM, Parte, Maura PREM:EX wrote:

Hi Amber, below is a list of proposed changes and upcoming vacancies. I can update tracking sheet tomorrow.

Please let me know if I have missed anything. Thank you, Maura

Wednesday, January 22

Bruce Fogg to MA in EMPR

Band 2, \$73,440

Supervisor: Melissa Sanderson

Danika Hammond to EA in JTT

Band 1, \$66,300

Supervisor: Will Beale

Thursday, Jan 23

Katherine Duncan to AC in LBR

BCGEU Salary Schedule, Step 2

Supervisor: Alex MacDonald

Amanda Robb to AC in EMPR

BCGEU Salary Schedule, Step 5

Supervisor: Melissa Sanderson

Jack Garnier to AC in JTT

BCGEU Salary Schedule, Step^{s.1}₂

Supervisor: Will Beale

Friday, January 24

Last day for^{s.22}

Last day for

Monday, January 27

Gala Milne to Senior MA in AG

Band 3, \$94,500

Supervisor: Geoff Meggs

Will Beale to Senior MA in^{s.12;}_{e 22}

Band 3, \$98,320

Supervisor: Geoff Meggs

Sarah Gotto to AC in MCFD

BCGEU Salary Schedule, Step 5
 Supervisor: Paula Gunn
 Wednesday, January 29
 Krystal Smith to Senior MA in CITZ
 Band 3, \$94,500
 Supervisor: Geoff Meggs
 Monday, February 3
 Shannon Russell to Executive Advisor in OOP
 Band 3, \$98,500
 Supervisor: Amber Hockin
 Andrew Cuddy to Senior MA in EMPR
 Band 3, \$94,500
 Supervisor: Geoff Meggs
 Anna-Lindsay Baugh to MA in ENV
 Band 2 \$80,000
 Supervisor: Kelly Sather
 Erica Williams to EA in MUNI
 Band 1 \$66,300
 Supervisor: Craig Ashbourne
 Yvette Marquis to AC in MHA
 BCGEU Salary Schedule, Step 5
 Supervisor: Kelly Newhook
 Date TBD
 Lia Brewer to Senior MA in TRANS
 Band 3 \$94,500
 Supervisor: Geoff Meggs
 Vacancies
 s.22 as of Jan 24
 s.22 as of Jan 24
 PSSG MA as of Jan 29
 MHA MA as of Feb 3
 AG EA
 EMPR EA
 Maura Parte
 Human Resources Director
 Office of the Premier
 778-698-9278

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: January 21, 2020 9:37 AM
To: Sriver, Stacy PSA:EX
Subject: RE: Summary of Changes this week

I will do the OIC instructions for tomorrow and then work with you on the rest. I am going to do them right now if you are available. Thank you

From: Sriver, Stacy PSA:EX
Sent: January 21, 2020 9:36 AM
To: Parte, Maura PREM:EX
Subject: RE: Summary of Changes this week

Yes, no problem. I can do letters for offers on Jan 22 and 23 right now but I will need some direction on how to prepare an OIC instructions.

From: Parte, Maura PREM:EX <Maura.Parte@gov.bc.ca>
Sent: January 21, 2020 9:34 AM
To: Sriver, Stacy PSA:EX <Stacy.Sriver@gov.bc.ca>
Subject: Summary of Changes this week

Hi Stacy,
We have a few changes planned for the next few days. My priority for today are the ones scheduled for tomorrow. Would you be able to prepare letters and OIC instructions for Fogg and Hammond this morning? If not please let me know right away. Thank you

Wednesday, January 22

Bruce Fogg to MA in EMPR
Band 2, \$73,440
Supervisor: Melissa Sanderson

Danika Hammond to EA in JTT
Band 1, \$66,300
Supervisor: Will Beale

Thursday, Jan 23

Katherine Duncan to AC in LBR
BCGEU Salary Schedule, Step 2
Supervisor: Alex MacDonald

Amanda Robb to AC in EMPR
BCGEU Salary Schedule, Step 5
Supervisor: Melissa Sanderson

Jack Garnier to AC in JTT

BCGEU Salary Schedule, Step^{s.12}
Supervisor: Will Beale

Friday, January 24

Last day for^{s.22}

Monday, January 27

Gala Milne to Senior MA in AG
Band 3, \$94,500
Supervisor: Geoff Meggs

Will Beale to Senior MA in^{s.12;}
Band 3, \$98,320
Supervisor: Geoff Meggs

Sarah Gotto to AC in MCFD
BCGEU Salary Schedule, Step 5
Supervisor: Paula Gunn

Wednesday, January 29

Krystal Smith to Senior MA in CITZ
Band 3, \$94,500
Supervisor: Geoff Meggs

Monday, February 3

Shannon Russell to Executive Advisor in OOP
Band 3, \$98,500
Supervisor: Amber Hockin

Andrew Cuddy to Senior MA in EMPR
Band 3, \$94,500
Supervisor: Geoff Meggs

Yvette Marquis to AC in MHA
BCGEU Salary Schedule, Step 5
Supervisor: Kelly Newhook

Maura Parte
Human Resources Director
Office of the Premier
778-698-9278

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: January 10, 2020 10:52 AM
To: Scriver, Stacy PSA:EX
Subject: RE: RUSSELL, Shannon - Appointment Letter.pdf

Hi Stacy,

It is a new role so a position number needs to be generated.

The SRR will be amended when the OIC is processed today to include the new position in Table I.

Maura

-----Original Message-----

From: Scriver, Stacy PSA:EX <Stacy.Scriver@gov.bc.ca>
Sent: January 10, 2020 10:48 AM
To: Parte, Maura PREM:EX <Maura.Parte@gov.bc.ca>
Subject: RE: RUSSELL, Shannon - Appointment Letter.pdf

Good Morning Maura,

Do you have a position number for Shannon? Is the Executive Advisor, Project and Strategic Liaison a brand new role?

Thank you
Stacy

-----Original Message-----

From: Parte, Maura PREM:EX <Maura.Parte@gov.bc.ca>
Sent: January 9, 2020 11:55 AM
To: Scriver, Stacy PSA:EX <Stacy.Scriver@gov.bc.ca>
Subject: RUSSELL, Shannon - Appointment Letter.pdf

OOP FOI PREM:EX

From: Russell, Shannon PREM:EX
Sent: January 8, 2020 12:18 PM
To: Wade, Debbie PREM:EX
Cc: Parte, Maura PREM:EX
Subject: Re: Offer Letter

Hi Debbie and thanks for this. I'll be in the office tomorrow and will get it signed and back to you then.

Thanks
Shannon

On Jan 7, 2020, at 11:14 AM, Wade, Debbie PREM:EX <Debbie.Wade@gov.bc.ca> wrote:

Good morning Shannon;
Please find attached your offer letter appointing you to the role of Executive Advisor, Project and Strategic Liaison, in the Office of the Premier. Please sign and return to me at your earliest convenience.
Thanks!
Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: December 10, 2019 10:56 AM
To: Hockin, Amber PREM:EX
Cc: Wade, Debbie PREM:EX
Subject: Summary of Changes

Ramesh Ranjan to TRANS MA Jan 6, Band 2, \$80,000
Krystal Thomson to FIN MA Jan 6, Band 2, \$73,440
Jeff Hannah to SDPR MA Jan 6, Band 2, \$73,440
Maria Szabo to JTT MA Jan 6, Band 2, \$73,440
Bruce Fogg to s.12; MA Jan 6, Band 2, \$73,440
Shannon Russell to OOP Jan 6, s.12; s.22, Band 3, \$98,500
Alison Copeland to TAC EA Jan 6, Band 1, \$66,300

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: December 9, 2019 1:44 PM
To: Sriver, Stacy PSA:EX
Subject: RE: Upcoming Staff Changes

Thanks for catching that, and no we don't have a letter for S Russell yet. Still working on details and will let you know.
Thank you

From: Sriver, Stacy PSA:EX
Sent: December 9, 2019 1:15 PM
To: Parte, Maura PREM:EX
Subject: RE: Upcoming Staff Changes

Thank you Maura.

I don't have record of Shannon, would you like be to draft a letter?
As well, missing from the list is Alison Copeland in TAC eff Jan 6.

From: Parte, Maura PREM:EX <Maura.Parte@gov.bc.ca>
Sent: December 9, 2019 9:48 AM
To: Sriver, Stacy PSA:EX <Stacy.Sriver@gov.bc.ca>
Cc: Loubert, Danny PREM:EX <Danny.Loubert@gov.bc.ca>
Subject: Upcoming Staff Changes

Staff Changes, effective January 6, 2020:

Ramesh Ranjan to ^{s.12} MA Jan 6
Krystal Thomson to FIN MA Jan 6
Jeff Hannah to SDPR MA Jan 6
Maria Szabo to JTT MA Jan 6
Bruce Fogg to ^{s.12} MA Jan 6
Shannon Russell to OOP Jan 6

Other changes:

^{s.22} last day December 13
^{s.22} last day Dec 31 (letter coming)

Maura Parte
Human Resources Director
Office of the Premier
778-698-9278

OOP FOI PREM:EX

From: Sriver, Stacy PSA:EX
Sent: January 21, 2020 3:34 PM
To: Parte, Maura PREM:EX
Subject: RE: Summary of Changes this week
Attachments: Hiring s.22 (Andrew Cuddy).docx; Hiring s.22 (Shannon Russell).docx; Hiring s.22 (Krystal Smith).docx; Hiring s.22 (William Beale).docx; Hiring s.22 (Gala Milne).docx; Hiring (Anna Lindsay-Baugh).docx; Hiring (Jack Garnier).docx; Instructions Amanda Robb.docx; Instructions Jack Garnier.docx; Instructions Katherine Duncan.docx

Hi Maura,

Please find remaining letters for staff changes attached.

Bruce Fogg to MA in EMPR - Sent
Danika Hammond to EA in JTT - Sent
Katherine Duncan to AC in LBR – letter sent, **OIC instructions attached**
Amanda Robb to AC in EMPR - letter Sent, **OIC instructions attached**
Jack Garnier to AC in JTT – updated letter attached with OIC instructions
Gala Milne to Senior MA in AG - Attached
Will Beale to Senior MA in s.12: - Attached
Sarah Gotto to AC in MCFD – Already have signed letter
Krystal Smith to Senior MA in CITZ - Attached
Shannon Russell to Executive Advisor in OOP – Attached – Please confirm which business unit (004?) so I can create a new position number.
Andrew Cuddy to Senior MA in EMPR - Attached
Yvette Marquis to AC in MHA - Already have signed letter
Anna Lindsay-Baugh MA in ENV – Attached

Should you have any questions or modifications please let me know.

Thank you,

Stacy Sriver, HR Executive Support Services Advisor
Executive Talent Management | Deputy Minister's Office | BC Public Service Agency
4th Floor - 810 Blanshard Street | Victoria, BC | V8W 2H2 | 250-475-7480



Where ideas work

Acknowledging that this email is coming to you, with gratitude and respect, from the traditional territory of Lekwungen-speaking peoples.

From: Parte, Maura PREM:EX
Sent: January 21, 2020 9:34 AM
To: Sriver, Stacy PSA:EX
Subject: Summary of Changes this week

Hi Stacy,

We have a few changes planned for the next few days. My priority for today are the ones scheduled for tomorrow. Would you be able to prepare letters and OIC instructions for Fogg and Hammond this morning? If not please let me know right away. Thank you

Wednesday, January 22

Bruce Fogg to MA in EMPR
Band 2, \$73,440
Supervisor: Melissa Sanderson

Danika Hammond to EA in JTT
Band 1, \$66,300
Supervisor: Will Beale

Thursday, Jan 23

Katherine Duncan to AC in LBR
BCGEU Salary Schedule, Step 2
Supervisor: Alex MacDonald

Amanda Robb to AC in EMPR
BCGEU Salary Schedule, Step 5
Supervisor: Melissa Sanderson

Jack Garnier to AC in JTT
BCGEU Salary Schedule, Step ^{s.12}
Supervisor: Will Beale

Friday, January 24

Last day for ^{s.22}

Monday, January 27

Gala Milne to Senior MA in AG
Band 3, \$94,500
Supervisor: Geoff Meggs

Will Beale to Senior MA in ^{s.12;}
^{s.22}
Band 3, \$98,320
Supervisor: Geoff Meggs

Sarah Gotto to AC in MCFD
BCGEU Salary Schedule, Step 5
Supervisor: Paula Gunn

Wednesday, January 29

Krystal Smith to Senior MA in CITZ
Band 3, \$94,500
Supervisor: Geoff Meggs

Monday, February 3

Shannon Russell to Executive Advisor in OOP
Band 3, \$98,500
Supervisor: Amber Hockin

Andrew Cuddy to Senior MA in EMPR
Band 3, \$94,500
Supervisor: Geoff Meggs

Yvette Marquis to AC in MHA
BCGEU Salary Schedule, Step 5
Supervisor: Kelly Newhook

Maura Parte
Human Resources Director
Office of the Premier
778-698-9278



PERSONAL AND CONFIDENTIAL

January 21, 2020

Shannon Russell
By email to Shannon.Russell@gov.bc.ca

Dear Shannon:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Executive Advisor, Project & Strategic Liaison in the Office of the Premier, effective February 3, 2020. Your supervisor will be Deputy Chief of Staff, Amber Hockin.

Your salary will be \$98,500 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact HR Director Maura Parte at Maura.Parte@gov.bc.ca.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a ^{s.12; s.22} s.12; s.22

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.

Lastly, I would like to extend my best wishes for your success in this role.



Yours truly,

Maura Parte
Human Resources Director
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

Shannon Russell

Date

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: January 10, 2020 10:38 AM
To: Hockin, Amber PREM:EX
Subject: OIC appointment list as of Jan 10
Attachments: Jan OIC's (003) (002).xlsx

Hi Amber,

Attached is the most current list of staff appointment orders to be drafted for next week.

You have the option of doing them in groups or as individual orders. The OIC should be processed prior to or on their start date. The first deadline on this list is C Pinette appointment on Jan 15.

L Loubert appointment (Jan 13) is through and public today. S Russell appointment (Jan 13) has been forwarded for processing and should be public Monday.

Please let me know if you have any questions or if any appointments are missing from this list.

Thank you,
Maura

Maura Parte
Human Resources Director
Office of the Premier
778-698-9278

Desired date for return of tagged order	Current OIC# for rescission	Effective Date	End of Term	Name	Position Title	Name of Office – Premier/Minister of	Band	Salary	Salary Schedule	Grid / Category	Step	Effective	Notes
ASAP	529/2019	n/a - when signe	n/a	Marina Ruth Holding	Ministerial Assistant	Tourism, Arts and Culture	2	\$73,440	Reg 152/2017	C	N/A	27-Jan	
ASAP	179/2019	n/a - when signe	n/a	Celia Pinette	Ministerial Assistant	Indigenous Relations and Reconciliation	2	\$80,000	Reg 152/2017	C	N/A	15-Jan	
ASAP	605-2019	n/a - when signe	n/a	James Fraser McNish	Senior Ministerial Assistan	Indigenous Relations and Reconciliation	3	\$96,390	Reg 152/2017	C	N/A		
ASAP	178/2019	n/a - when signe	n/a	Gala Sarah Rose Milne	Senior Ministerial Assistan	Attorney General	2	\$94,500	Reg 152/2017	C	N/A		
ASAP	452/2019	n/a - when signe	n/a	Tabitha Tyler Bernard	Ministerial Assistant	Attorney General	2	\$73,440	Reg 152/2017	C	N/A		
ASAP	N/A	n/a - when signe	n/a	Alison Copeland	Executive Assistant	Tourism, Arts and Culture	1	\$66,300	Reg 152/2017	C	N/A	27-Jan	
ASAP	159/2018	n/a - when signe	n/a	William David Beale	Senior Ministerial Assistan		3	\$98,320	Reg 152/2017	C	N/A		
ASAP	222/2017	n/a - when signe	n/a	Yvette Marquis	Administrative Coordinato	Mental Health and Addictions	N/A	\$62,151.50	BCGEU	A	Step 5	03-Feb	Please note that Yvette Marquis is a public service employee who previously worked as an AC. She left in 2017 but her last OIC was never rescinded so we will need to rescind her order 222/2017.
ASAP	154/2018	n/a - when signe	n/a	Sarah Gotto	Administrative Coordinato	Children and Family Development	N/A	\$62,151.50	BCGEU	A	Step 5	27-Jan	
ASAP	156/2017	n/a - when signe	n/a	Wolfgang Addo	Administrative Assistant	Energy, Mines and Petroleum Resource	N/A	\$47,440.52	BCGEU	A	Step 5	20-Jan	

OOP FOI PREM:EX

From: Parte, Maura PREM:EX
Sent: January 9, 2020 11:55 AM
To: Sriver, Stacy PSA:EX
Subject: RUSSELL, Shannon - Appointment Letter.pdf
Attachments: RUSSELL, Shannon - Appointment Letter.pdf; ATT00001.txt



PERSONAL AND CONFIDENTIAL

January 6th, 2020

Shannon Russell
By email to Shannon.Russell@gov.bc.ca

Dear Shannon:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Executive Advisor, Project and Strategic Liaison, in the Office of the Premier, effective January 13, 2020. I will be your supervisor.

Your salary will be \$98,500 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact HR Director Maura Parte at Maura.Parte@gov.bc.ca.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a s.12; s.22 s.12; s.22

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.



Lastly, I would like to extend my best wishes for your success in this role.

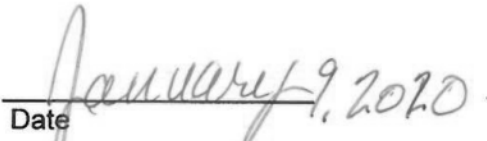
Yours truly,

Amber Hockin
Deputy Chief of Staff
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

Shannon Russell


Date

OOP FOI PREM:EX

From: Russell, Shannon PREM:EX
Sent: January 9, 2020 10:52 AM
To: Wade, Debbie PREM:EX
Cc: Parte, Maura PREM:EX
Subject: RE: Offer Letter
Attachments: RUSSELL, Shannon - Appointment Letter.pdf

Hi Debbie,

Please find attached the signed offer letter.

Thanks,

Shannon

Shannon Russell
Senior Ministerial Assistant
Ministry of Citizens' Services
Shannon.Russell@gov.bc.ca | 250-387-9699

From: Wade, Debbie PREM:EX
Sent: January 7, 2020 11:14 AM
To: Russell, Shannon CITZ:EX
Cc: Parte, Maura PREM:EX
Subject: Offer Letter

Good morning Shannon;

Please find attached your offer letter appointing you to the role of Executive Advisor, Project and Strategic Liaison, in the Office of the Premier. Please sign and return to me at your earliest convenience.

Thanks!

Debbie Wade
Executive Coordinator to Geoff Meggs - Chief of Staff
and Amber Hockin - Deputy Chief of Staff
Office of the Premier
778-974-6075



PERSONAL AND CONFIDENTIAL

January 6th, 2020

Shannon Russell
By email to Shannon.Russell@gov.bc.ca

Dear Shannon:

Subject to an Order in Council being signed by the Lieutenant Governor in Council, I am offering you an appointment to the role of Executive Advisor, Project and Strategic Liaison, in the Office of the Premier, effective January 13, 2020. I will be your supervisor.

Your salary will be \$98,500 per annum, to be paid in accordance with Salary Range Regulation, B.C. Reg 152/2017.

The terms and conditions of your employment are equivalent to those established for category 'C' appointees in the "Terms and Conditions for Excluded Employees and Appointees" administered by the Public Service Agency. These are available at <http://www2.gov.bc.ca/gov/content/careers-myhr/managers-supervisors/employee-labour-relations/conditions-agreements/excluded-employees-appointees> Please take some time to familiarize yourself with them. If you have any questions, please contact HR Director Maura Parte at Maura.Parte@gov.bc.ca.

Please note that you are subject to the *Lobbyists Registration Act* which prohibits you from lobbying any public office holder for a period of two years after the date you cease to be a s.12; s.22

As an Order in Council appointee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the government. Please ensure you are familiar with the Standards of Conduct for Political Staff, a copy of which is attached. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment.



Lastly, I would like to extend my best wishes for your success in this role.

Yours truly,

Amber Hockin
Deputy Chief of Staff
Office of the Premier

pc: BC Public Service Agency

I have read and accept the terms and conditions of this appointment.

Shannon Russell

Date

OOP FOI PREM:EX

From: Valley, Nancy PSA:EX
Sent: December 10, 2019 9:17 AM
To: AG LSB OIC Requests, AG:EX
Cc: Parte, Maura PREM:EX
Subject: Political OIC Appointments for 2020
Attachments: Checklist & Instructions - Copeland.docx; Checklist & Instructions - Fogg.docx; Checklist & Instructions - Hannah.docx; Checklist & Instructions - Ramesh.docx; Checklist & Instructions - Russell.docx; Checklist & Instructions - Szabo.docx; Checklist & Instructions - Thomson.docx

Hello,

Please find attached instructions for 7 OIC appointments effective Jan 6, 2020.

We are hoping to have them for processing December 20th.

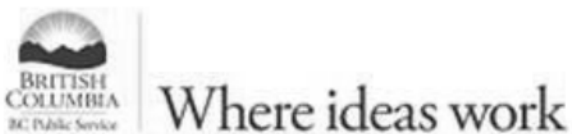
If you have any questions, please let me know!

Thank you!

Nancy Valley, Project Assistant

Executive Talent Management
BC Public Service Agency
4th Floor, 810 Blanshard Street, Victoria, BC, V8W 2H2
Ph: 1 (778) 698-7973
www.gov.bc.ca/myhr/contact 250.952.6000 Toll Free 1.877.277.0772

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Withheld pursuant to/removed as

s.14; s.12