



PERSONAL AND CONFIDENTIAL

August 24, 2015

Brian Fellows
s.22

Dear Brian:

Once again, I would like to congratulate you for choosing to work for the BC Public Service. My earlier offer can now be confirmed as the Order in Council has been signed.

I look forward to working with you on September 14th, 2015.

Yours truly,

Sarf Ahmed
Associate Deputy Minister
Ministry of Technology, Innovation and Citizens' Services

att.

pc: Anita Owens, BC Public Service Agency

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Brian Fellows, have received
a copy of the Standards of Conduct and Chapter 12, Core Policy and
Procedures Manual and understand my responsibilities regarding the
appropriate use of government information and communications
technology.


Employee Signature

Sept 2, 2015
Date

Pc: BCPSA HR Client Services for Employee Personnel File

Post Employment Restrictions for Senior Management in the BC Public Service

Definitions

"confidential information" means information that is unavailable to the public;

"outside entity" means a person or entity other than a public sector employer as defined in section I of the *Public Sector Employers Act*;

BEFORE LEAVING PUBLIC SERVICE

- 1 (1) the following are conditions of your employment with the government:
 - (a) you must not allow yourself to be influenced in carrying out your employment responsibilities by prospects for or an offer of
 - (i) employment as an employee of an outside entity; or
 - (ii) remuneration or other reward from an outside entity for doing anything for it in a capacity other than as an employee of the outside entity;
 - (b) you must immediately disclose to the Deputy Minister to the Premier and Head of the BC Public Service Agency
 - (i) any offer described in paragraph (a), if the offer does or could place you in a conflict of interest situation; or
 - (ii) your acceptance of any offer described in paragraph (a).

AFTER LEAVING PUBLIC SERVICE

- 2 (1) The following are conditions of your employment with the government:
 - (a) after your employment ends, you must not disclose confidential information that you obtained through your employment;
 - (b) if you had a substantial involvement in dealings with an outside entity at any time during the year immediately preceding the end of your employment then, for a year after the end of your employment, you must not
 - (i) accept an offer of employment, an appointment to the board of directors or a contract to provide services to that outside entity;
 - (ii) lobby or otherwise make representations for that outside entity to the government; or
 - (iii) give counsel to that outside entity, for its commercial purposes, concerning the programs or policies of any organization or ministry of the government in which you were employed at any time during the year immediately preceding the termination of your employment; or
 - (c) until one year after your employment ends, you
 - (i) must not lobby or otherwise make representations for any outside entity to any ministry or organization of the government in which you were employed at any time during the year immediately preceding the termination of your employment; or
 - (ii) act for an outside entity in connection with any ongoing proceedings, transaction, negotiation or case in which the outside entity and the government are involved
 - (A) if you, during your former employment with the government, acted for or advised the government concerning the proceedings, transaction, negotiation or case; and
 - (B) acting for the outside entity in that connection would result in the receipt by the outside entity of a private or commercial benefit or of any benefit not for general application.

REDUCTION OF ONE-YEAR LIMITATION

The Head of the BC Public Service Agency in consultation with the Deputy Minister to the Premier may reduce the one-year restriction, upon your application, after considering the following:

- (a) the circumstances under which your employment ended;
- (b) your general employment prospects;
- (c) the significance to the government of information you possessed by virtue of your position with the government;
- (d) the desirability of a rapid transfer of your skills to an employer other than the government;
- (e) the degree to which the new employer might gain unfair commercial advantage by hiring you;
- (f) the authority and influence you possessed while employed by the government;
- (g) the disposition of other cases.

Effective October 30, 2009



AMENDED

PERSONAL AND CONFIDENTIAL

Ref: 102931

July 23, 2015

Brian Fellows

Dear Brian:

Re: Assistant Deputy Minister, Real Property Division

This letter of offer is for the appointment as Assistant Deputy Minister, Real Properties Division, Ministry of Technology, Innovation and Citizens' Services with effect from September 14, 2015. This will be confirmed once the appointing Order in Council is signed.

Your salary will be \$170,000 per annum and, consistent with our Executive Compensation Plan, a 10% performance holdback will be applied. I will provide you with the criteria for the performance holdback, these criteria form part of your annual performance plan. The performance holdback is paid at the end of each annual performance review cycle. Your salary will increase to \$175,000 per annum upon successfully performing for one year in the position.

The terms and conditions of employment for Assistant Deputy Ministers are those established for Category A Order in Council appointments.

As a public service employee you must conduct yourself in a manner that maintains and enhances the public's trust and confidence in the public service. Please ensure you are familiar with the Standards of Conduct for Public Service Employees. Also, you are subject to the Post Employment Restrictions, a copy of which is attached.

Once you have signed this letter indicating your acceptance, please return the original letter to Anita Owens, BC Public Service Agency.

.../2

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

Sincerely,

Sarf Ahmed
Associate Deputy Minister, Citizens' Services

pc: Anita Owens, BC Public Service Agency

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

Brian Fellows

July 24, 2015
Date

Standard of Conduct Acknowledgement

The **Standards of Conduct Policy** for BC Public Service employees
can be read [online](#) and downloaded in [printable format](#)

The objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them.

Some of the principles described in the policy statement are reflected in the [Oath of Employment](#) taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct 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 employees.

Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days. Retain the attached policy for your records.

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

Signature

Name

Date