

December 4, 2012.

File No.: 1385-20/**Chin, Ben**  
s.22

Mr. Ben Chin  
s.22

Dear Ben:

**Re: Order-In-Council Appointment**  
**Director of Communications in the Office of the Premier**

I am pleased to confirm your appointment through Order-In-Council to the position of Director of Communications with the Premier's Office, effective December 3, 2012. Your salary will be \$4791.24 bi-weekly, which is \$125,000.00 annually.

You have been authorized to receive assistance toward relocation costs due to your move from Vernon to Victoria. This assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Please ensure that you retain receipts for these expenses. Relocation is a taxable benefit and you will be taxed accordingly. You will need to sign the "New Appointees Relocation Assistance Application and Assignment of Wages Agreement."

The terms and conditions of your employment are equivalent to those established for Category C Employees. The terms and conditions of employment can be found at:

[http://www2.gov.bc.ca/myhr/content\\_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-ffd7a99cb29](http://www2.gov.bc.ca/myhr/content_hub.page?ContentID=9430c0ca-3f1f-6d6c-82eb-ffd7a99cb29)

I wish you success in your appointment. Please call me if you have any questions.

Sincerely,



Marilee Hermiston  
Human Resource Service Representative  
BC Public Service Agency  
(250) 371-4355

pc: Michelle Leamy, Director, Executive Operations

**Information and Communications Technology (ICT) Agreement**

**Information Management and Information  
Technology Management**

I, BEN CHIN, 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

05/14/14  
Date

pc: BCPSA HR Client Services for Employee Personnel File

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Ben Chin, 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

Dec 4 2012  
Date

Pc: BCP SA HR Client Services for Employee Personnel File

**Durand, Nicole L FIN:EX**

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**From:** Leamy, Michelle T PREM:EX  
**Sent:** Tuesday, February 4, 2014 11:23 AM  
**To:** Hermiston, Marilee PSA:EX  
**Subject:** Staff Changes

**Categories:** FILING, TO DO

Hi Marilee:

Ben Chin has been appointed Executive Director of Communications and Issues Management effective Monday, February 3, 2014. His remuneration continues at \$125,000 per annum.

Thanks.


m

PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 024

, Approved and Ordered February 03, 2014

  
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
CHIN, Ben	Executive Director of Communications and Issues Management	Premier	Beginning at Step 1

  
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

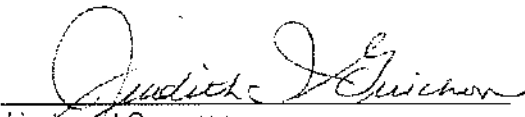
January 31, 2014

page 1 of 1

O/81/2014/33

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


Order in Council No. **854**, Approved and Ordered **DEC - 3 2012**

  
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 71/2011 is amended by adding the following appointments:

Column 1 Person	Column 2 Position	Column 3 Premier/Minister	Column 4 Remuneration
CHIN, Ben	Director of Communications	Premier	Beginning at Step 5
DAWSON, Ken	Director of Policy	Premier	Beginning at Step 1
KAY, Maclean	Communications Coordinator	Premier	Beginning at Step 4
CHALMERS, Jennifer	Manager of Operations	Premier	Beginning at Step 4

  
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: OIC 71/2011

November 30, 2012

RESUB/O/1127/2012/27



151020

## 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.

A handwritten signature in black ink, appearing to read "Ben Chin".

SIGNATURE

NAME

Ben Chin

DATE

May 20 2014



Where ideas work

## Standards 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

BEN CHIN

Name

Dec 4 2012

Date

Brought to you by the

BC Public Service Agency

**E-mail Message**

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**From:** [Leamy, Michelle T PREM:EX \[SMTP:Michelle.Leamy@gov.bc.ca\]](mailto:Michelle.Leamy@gov.bc.ca)  
**To:** [Hermiston, Marilee PSA:EX \[SMTP:Marilee.Hermiston@gov.bc.ca\]](mailto:Marilee.Hermiston@gov.bc.ca)  
**Cc:**  
**Sent:** 2014-05-30 at 10:51 AM  
**Received:** 2014-05-30 at 10:51 AM  
**Subject:** Untitled Message

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Hi Marilee:

Please be advised that the remuneration for Ben Chin will be Band C, Step 4 effective today.

Thanks.

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**E-mail Message**

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**From:** [Leamy, Michelle T PREM:EX \[SMTP:Michelle.Leamy@gov.bc.ca\]](mailto:Michelle.Leamy@gov.bc.ca)  
**To:** [Hermiston, Marilee PSA:EX \[SMTP:Marilee.Hermiston@gov.bc.ca\]](mailto:Marilee.Hermiston@gov.bc.ca)  
**Cc:**  
**Sent:** 2012-11-28 at 1:23 PM  
**Received:** 2012-11-28 at 1:23 PM  
**Subject:** FW: Staff Changes

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Hi Marilee: Information to generate an employee id for Ben:

s.22

Thanks.

m

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From: Leamy, Michelle T PREM:EX  
Sent: Wednesday, November 28, 2012 12:17 PM  
To: Hermiston, Marilee PSA:EX  
Subject: Staff Changes

Hi Marilee:

Please be advised that Ben Chin is being appointed Director of Communications in the Premier's Office effective December 3, 2012. His remuneration will begin at Step 5.

Thanks.

m