

**From:** [Leamy, Michelle T PREM:EX](#)  
**To:** [Phillips, Dawn-Lynn PSA:EX](#)  
**Subject:** Staff Changes  
**Date:** June 2, 2017 2:50:50 PM

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Hi Dawn-Lynn:

Please be advised that Michael McDonald has been appointed Chief of Staff in the Premier's Office effective today. His remuneration begins at Step 8.

Thanks.

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BRITISH  
COLUMBIA

June 2, 2017

Michael McDonald

s.22

Dear Mike:

I am pleased to confirm your appointment as Chief of Staff, Office of the Premier, effective June 2, 2017, as specified in your appointing Order in Council.

Your status as Chief of Staff will be that of a Deputy Minister and your salary will be \$195,148.22 per annum. The other terms and conditions of your employment are those established for Category C appointments, set out in the Terms and Conditions for Excluded Employees.

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 Province of British Columbia. Please familiarize yourself with the Standards of Conduct for Political Staff. Further, as an Order in Council appointee, your order may be rescinded at any time resulting in the termination of your appointment. Attached are the Employment Termination Standards and the Post-Employment Restrictions for your reference.

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Should you have any questions about these policies or your entitlements, please contact Lori Halls, Deputy Minister and Head of the BC Public Service Agency.

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Office of the  
Premier

Mailing Address:  
PO Box 9041 Stn Prov Govt  
Victoria BC V8W 9E1

Location:  
Parliament Buildings  
Victoria

website  
[www.gov.bc.ca](http://www.gov.bc.ca)

Once you have reviewed the attached information and signed this letter indicating your acceptance, please return the original letter to my office.

I would like to thank you for accepting this appointment and I look forward to working with you.

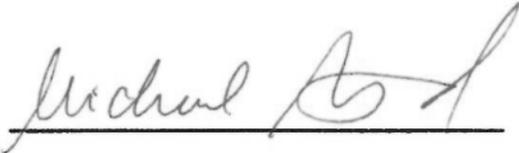
Sincerely,



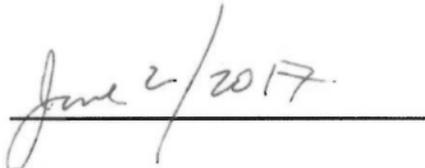
Christy Clark  
Premier

Attachments

pc: Lori Halls, Deputy Minister and Head of BC Public Service Agency



Michael McDonald



Date

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

**Information Management and Information  
Technology Management**

I, Michael McDona Id., 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.

Michael McDona  
Employee Signature

June 5/2017  
Date

pc: BCPSA HR Client Services for Employee Personnel File

## Information and Communications Technology (ICT) Agreement

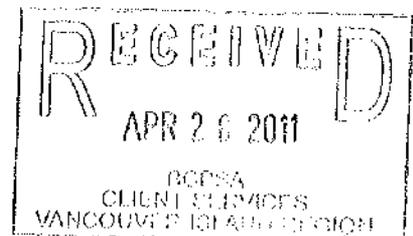
### Information Management and Information Technology Management

I, Michael McDonald, 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

April 11/11  
Date

Pc: BCPSA HR Client Services for Employee Personnel File



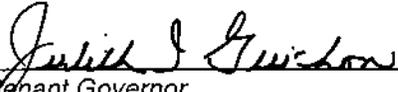
PROVINCE OF BRITISH COLUMBIA

ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No. 191

, Approved and Ordered

June 02, 2017

  
Lieutenant Governor

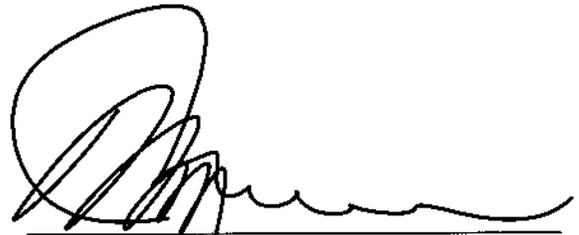
Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

(a) 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
McDONALD, Michael	Chief of Staff	Premier	Beginning at Step 8

(b) Michael McDonald, Chief of Staff, Office of the Premier, is declared to have the status of a deputy minister.



Presiding Member of the Executive Council

*(This part is for administrative purposes only and is not part of the Order.)*

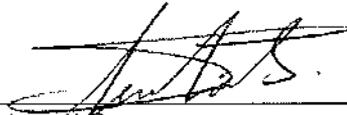
Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15

Other: OIC 253/2013

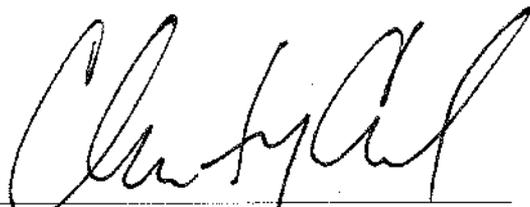
**PROVINCE OF BRITISH COLUMBIA**  
**ORDER OF LIEUTENANT GOVERNOR IN COUNCIL**

Order in Council No. **072**, Approved and Ordered **MAR 14 2011**

  
\_\_\_\_\_  
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 Michael McDonald, Chief of Staff, Office of the Premier, is declared to have the status of a deputy minister.

  
\_\_\_\_\_  
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. 14

Other: \_\_\_\_\_

March 14, 2011

page 1 of 1

O/167/2011/86



## Standards of Conduct for Political Staff Acknowledgement

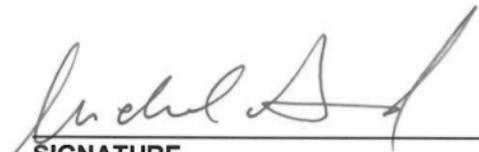
The **Standards of Conduct for Political Staff** can be found [online and downloaded in printable format](#).

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

Michael McDonald  
NAME

June 5/2017  
DATE

**Re: Policy Statement - Standards of Conduct**

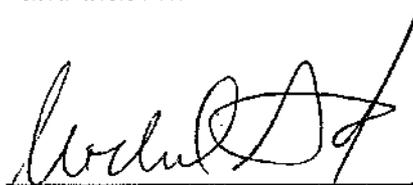
Policy concerning Standards of Conduct may be found at  
<https://employee.gov.bc.ca/src/sections.cfm?sectionID=455>

The objectives of this directive are to describe the standards of conduct expected of employees and to define Employer and employee responsibilities related to them. Public Service employees who breach the policies in this directive may be subject to disciplinary action up to and including dismissal.

You will note that some of the principles described in this statement are reflected in the Oath of Employment taken by all employees upon entering the Public Service. Would you please ensure you read the directive and adhere to the principles declared and the procedures to be followed, noting especially the accountabilities of employees.

Please sign the statement at the bottom of this memorandum and return to Client Services, BC Public Service Agency within ten working days. Please retain the attached policy statement 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

*Michael McDonald*  
\_\_\_\_\_  
Name

*April 11/11*  
\_\_\_\_\_  
Date





March 14, 2011

Dear Mike:

I am pleased to confirm your appointment as Chief of Staff, Office of the Premier, effective immediately.

Your status as Chief of Staff will be that of a Deputy Minister and your salary will be \$195,148.22 per annum, as specified in your appointing Order in Council. The other terms and conditions of your employment are those established for Deputy Ministers as Category A appointments, set out in the Terms and Conditions for Excluded Employees.

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 public service. Please re-familiarize yourself with the Standards of Conduct for Public Service Employees. Further, as you know, your Order may be rescinded at any time resulting in the termination of your appointment. Attached are the Employment Termination Standards and the Post-Employment Restrictions for your reference.

Should you have any questions about these policies or your entitlements, please contact Lynda Tarras, Head of the BC Public Service Agency. Lynda can be reached at (250) 387-2166.

Once you have reviewed the attached information and signed this letter indicating your acceptance, please return the original letter to Lynda Tarras.

I would like to thank you for accepting this appointment and I look forward to working with you.

Yours truly,

Christy Clark  
Premier

Attachments

cc: Lynda Tarras  
Head, BC Public Service Agency

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Mike McDonald

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Date