

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

Order in Council No. 440

, Approved and Ordered November 16, 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) each person named in Column 1 of the attached Schedule is appointed to the position with Government Communications and Public Engagement, Ministry of Finance, shown opposite the person's name in Column 2,
- (b) a person appointed under paragraph (a) is to be paid in accordance with the classification band in the British Columbia Management Classification and Compensation Framework administered by the Public Service Agency shown opposite the person's name in Column 3 of the attached Schedule,
- (c) a person appointed under paragraph (a) is to have terms and conditions of employment equivalent to those established for Category A appointees in the "Terms and Conditions for Excluded Employees & Appointees" administered by the Public Service Agency, and
- (d) if a person appointed to a position under paragraph (a) of this order held a position by appointment under section 15 of the *Public Service Act* immediately before the making of the appointment under paragraph (a), that earlier appointment is rescinded.



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: \_\_\_\_\_

O10184618

## SCHEDULE

Column 1 Name	Column 2 Appointment	Column 3 Classification Band
COPAGE, Caitlin	Senior Analyst, Policy and Consultation	Band 2
HICKLI, Alison Hope	Senior Public Affairs Officer	Band 2
LANGFORD, Elisabeth	Online Editor	Band 1
LEIDL, Patricia	Communications Director	Band 4
MAKAROWSKI, Dawn	Public Affairs Officer	Band 1
MCPHEE, Erin	Public Affairs Officer	Band 1
SHEAFF, Christopher	Online Editor	Band 1

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Withheld pursuant to/removed as

s.22

**Gilbert, Peggy Sue PSA:EX**

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**From:** Hamilton, Becky GCPE:EX  
**Sent:** Tuesday, November 28, 2017 10:23 AM  
**To:** Hebert, Shaylene PSA:EX  
**Cc:** Reed, Linda GCPE:EX  
**Subject:** COPAGE, Caitlin - PSA Start-up Forms  
**Attachments:** COPAGE Caitlin - PSA Forms - November 2017.pdf

Good morning,

Please find attached PSA start up forms for the above employee for processing/filing.

Thanks.

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## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Caitlin Copage, 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

November 16, 2017  
Date

Pc: BCPSA HR Client Services for Employee Personnel File



Where ideas work

## 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 your supervisor to submit via an  
AskMyHR Online Service Request within ten working days. When submitting this form, select the  
Supervising and Leading People > Access to Personnel Files service type. 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

Caitlin Copage November 16, 2017

B.C. Reg. 228/2007  
O.C. 436/2007

Deposited June 21, 2007  
effective September 30, 2007

*Public Service Act*

**PUBLIC SERVICE OATH REGULATION**

**Form of oath**

- 1 The prescribed form of oath for the purposes of section 21 of the *Public Service Act* is as follows:

As a member of the British Columbia Public Service, I, Caitlin George, [employee 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 Public Service Employees, 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) base my advice, recommendations and decisions on the objective evidence that is available to me,
  - (d) serve the government impartially, and
  - (e) conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the public service and does not bring it into disrepute.

Sworn/Affirmed [circle one] by me, at Victoria, this 13<sup>th</sup> day of July, 2012.

Caitlin George  
Person giving Oath or Affirmation

Chloe Simmons  
Person administering Oath or Affirmation

*Note: this regulation replaces B.C. Reg. 51/87.*

[Provisions of the *Public Service Act*, R.S.B.C. 1996, c. 385, relevant to the enactment of this regulation: sections 21 and 25]



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## **Gilbert, Peggy Sue PSA:EX**

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**From:** Chand, Rita GCPE:EX  
**Sent:** Tuesday, October 31, 2017 12:48 PM  
**To:** Sanford, Donna L GCPE:EX; Hebert, Shaylene PSA:EX; Dale, Raman GCPE:EX; GCPE HR GCPE:EX  
**Subject:** COPAGE, Caitlin - Offer Letter (signed)  
**Attachments:** COPAGE Caitlin - OIC Regular Offer Letter\_Oct 2017.pdf  
**Importance:** High

Shaylene, would you please assign a new position number to this one?  
Thank you!

**Rita Chand** | Staffing and Recruitment Officer  
Talent Services, HR  
Government Communications and Public Engagement  
4<sup>th</sup> Floor, 617 Government Street  
Phone: 250.886.5482



October 30, 2017

File: 1385-20/COPA

Caitlin Copage  
Senior Policy Advisor  
Ministry of Environment and Climate Change Strategy  
5th Floor - 2975 Jutland Road  
Victoria B.C., V8T 5J9

Dear Caitlin:

**Re: Senior Analyst, Policy and Consultation  
Classification Band 2  
Confidence and Supply Agreement Secretariat  
Government Communications and Public Engagement, Victoria**

On behalf of Government Communications and Public Engagement, I am pleased to offer you a regular Order-in-Council appointment as a Senior Analyst, Policy and Consultation assigned to the Confidence and Supply Agreement Secretariat office. This appointment will be effective November 15, 2017, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$75,039.00 annually (or \$2,876.24 bi-weekly). Your supervisor will be Donna Sanford, Executive Director, Confidence and Supply Agreement Secretariat.

Consistent with normal practice, you will be subject to a probationary period of 913 working hours, which is equivalent to six months of full-time employment. At the end of that time, if your performance has been satisfactory, your appointment will be confirmed.

As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check.

Upon acceptance of this offer, the provisions of the BCGEU collective agreement no longer apply to your employment. Instead, your employment will be governed by the Terms and Conditions of Employment for Excluded Employees/Appointees established for Category A appointments. Your OIC appointment may be rescinded at any time at the discretion of the Lieutenant Governor in Council.

At the time your OIC appointment is rescinded, you will be offered placement without competition to a public service position at a level you were at prior to this appointment. This placement will be subject to maintaining satisfactory performance during your OIC appointment.

Following your formal acceptance of this offer, you will receive an email with a link to the terms and conditions of employment equivalent to those established for Category A appointments. The email will also contain details regarding start-up paperwork, where to report on your first day of work, and other important information.

Government Communications and  
Public Engagement

Mailing Address:  
PO Box 9409 Stn Prov Govt  
Victoria BC V8W 9V1

Location Address:  
4th Floor, 617 Government Street  
General Enquiries: 250 387-1337

In accordance with the Public Service Act, you will be required to swear or affirm an oath of employment. If you are currently employed by the BC public service and have already taken an oath, please advise Becky Hamilton or Linda Reed, Human Resources Coordinator, at 250 387-1420.

Acceptance of this offer confirms your agreement to comply with the Standards of Conduct for Public Service Employees, a copy of which has been included with this letter. A copy of "Your Benefits Package" is also attached to provide you with a summary of the benefit plans available to eligible employees.

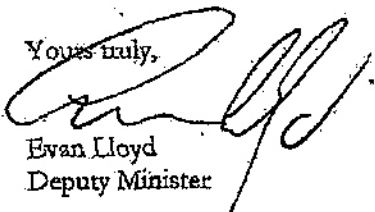
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton or Linda Reed.

To indicate your acceptance of this appointment and agreement with the terms outlined in this letter, I ask that you sign in the appropriate space provided, include all requested information, and return this letter to Government Communications and Public Engagement via email to [CommCareers@gov.bc.ca](mailto:CommCareers@gov.bc.ca), no later than 4:00 p.m. on Wednesday, November 1, 2017.

Failure to respond within the designated time frame will be considered a decline of the offer.

I wish you success in your new position. If you have any questions, please contact Raman Dale at 250 920-8810

Yours truly,

  
Evan Lloyd  
Deputy Minister

cc: Donna Sanford, Executive Director, Confidence and Supply Agreement Secretariat  
Raman Dale, Executive Director, Financial and Corporate Services  
Shaylene Hebert, HR Services Representative, BC Public Service Agency

☒ I accept this offer and understand all the terms and conditions of this appointment, pending approval by the Lieutenant Governor in Council.

  
Caitlin Copage

October 30, 2017  
Date

Employee Number (if previous/current BC Government Employee): <sup>s.22</sup>  
Date of Birth (Year/Month/Day): <sup>s.22</sup>  
Social Insurance Number: <sup>s.22</sup>

☐ I decline this offer.

\_\_\_\_\_  
Caitlin Copage

\_\_\_\_\_  
Date

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## E-mail Message

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**From:** [MyHR \[SMTP:myhr@gov.bc.ca\]](mailto:MyHR [SMTP:myhr@gov.bc.ca])  
**To:** [Dusseault, Christie PSA:EX \[SMTP:Christie.Dusseault@gov.bc.ca\]](mailto:Dusseault, Christie PSA:EX [SMTP:Christie.Dusseault@gov.bc.ca])  
**Cc:**  
**Sent:** 2017-11-06 at 1:43 PM  
**Received:** 2017-11-06 at 1:43 PM  
**Subject:** Security Screening s.22 20171101 171101-000047 Copage

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Forwarded By: Christie Dusseault - HYPERLINK  
"mailto:Christie.Dusseault@telus.com"Christie.Dusseault@telus.com

Subject

Security Clearance for Caitlin Jessica Copage, Service 2894191, DoB s.22  
s

Question Reference # 171101-000047

Assigned: Christie Dusseault  
Date Created: 11/01/2017 08:10 AM  
Date Last Updated: 11/06/2017 01:42 PM  
Status: Solved

Note By (Christie Dusseault) (11/06/2017 01:42 PM)  
ee s.22 entered and filed

Customer By CSS Email (Criminal Records Check) (11/01/2017 08:10 AM)  
Dear Rita Chand,

We are pleased to advise that the personnel screening process is complete and that a security clearance has been granted for Caitlin Jessica Copage, born s.22

Thank you for your cooperation.

Personnel Security Screening Office  
Ministry of Justice - Security Programs Division  
Telephone: 1-855-587-0185 Fax: 1-250-356-5987



October 30, 2017

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Ministry of Environment and Climate Change Strategy  
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As the duties of this position meet the requirements of the Security Screening Policy, a check must be completed. This offer of employment is subject to a satisfactory outcome of this criminal record check.

Upon acceptance of this offer, the provisions of the BCGEU collective agreement no longer apply to your employment. Instead, your employment will be governed by the Terms and Conditions of Employment for Excluded Employees/Appointees established for Category A appointments. Your OIC appointment may be rescinded at any time at the discretion of the Lieutenant Governor in Council.

At the time your OIC appointment is rescinded, you will be offered placement without competition to a public service position at a level you were at prior to this appointment. This placement will be subject to maintaining satisfactory performance during your OIC appointment.

Following your formal acceptance of this offer, you will receive an email with a link to the terms and conditions of employment equivalent to those established for Category A appointments. The email will also contain details regarding start-up paperwork, where to report on your first day of work, and other important information.

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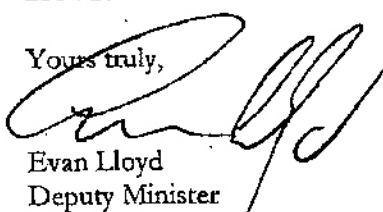
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Deputy Minister

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October 30, 2017  
Date

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Social Insurance Number: s.22

☐ I decline this offer.

\_\_\_\_\_  
Caitlin Copage

\_\_\_\_\_  
Date