

## Information and Communications Technology (ICT) Agreement

### Information Management and Information Technology Management

I, Katie Robb, 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.

Katie Robb  
Employee Signature

12/27/17  
Date

Pc: BCPSA HR Client Services for Employee Personnel File

*Public Service Act*

**British Columbia Public Service Oath of Employment**

As a member of the British Columbia Public Service, I, Katie Pabb, [employee name]  
(Print legibly)  
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 9th day of  
(City/Town) (Date)  
December, 2017.  
(Month) (Year)

Katie Pabb  
Person giving Oath or Affirmation (Signature)

[Signature]  
Person administering Oath or Affirmation (Signature)

Aug 2020

A Commissioner for Taking  
Affidavits for British Columbia

Administered under B.C. Reg. 228/2007, [includes amendments up to B.C. Reg. 66/2014, April 17, 2014].

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

Order in Council No. 431

, Approved and Ordered

November 8, 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: \_\_\_\_\_

O10176718

## SCHEDULE

Column 1 Name	Column 2 Appointment	Column 3 Classification Band
BINDER, Stephen	Public Affairs Officer	Band 1
DENSMORE, Bradley	Manager, Media Relations and Issues Management	Band 3
FULLER, Colleen	Senior Online Editor	Band 2
HALL, Christine	Online Editor	Band 1
HEINZE, Laura	Communications Manager	Band 4
JOYES, Kieran	Public Affairs Officer	Band 1
KERRIGAN, Andrea	Strategic Talent Services and Engagement Officer	Band 1
MCGACHIE, Joanne	Public Affairs Officer	Band 1
PHELPS, Brendan	Public Affairs Officer	Band 1
PILLING, Lisa	Public Affairs Officer	Band 1
ROBB, Katie	Communications Director	Band 5



October 17, 2017

s.22

Katie Robb

s.22

Dear Katie:

**Re: Communications Director  
Classification Band 5  
Position # ; Pay list # 022-5312  
Transportation and Infrastructure Communications  
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 Communications Director. Your initial assignment will be to the Transportation and Infrastructure office. This appointment will be effective November 27, 2017, and is subject to confirmation by the Lieutenant Governor in Council. Your salary upon appointment is \$110,000 annually (or \$4254.62 bi-weekly). Your supervisor will be Sarah Zaharia, Executive Director.

I am pleased to advise you that Government Communications and Public Engagement is able to offer you \$3,500 assistance towards relocation costs and a temporary living allowance for a period of up to 30 days. Relocation assistance is recoverable on a pro-rated basis should you resign prior to completing 24 months of service. Upon acceptance of this offer, you will be provided with further details regarding your relocation reimbursement. Relocation assistance is a taxable benefit and you will be taxed accordingly.

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.

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.

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.

Government Communications and  
Public Engagement

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

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

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.

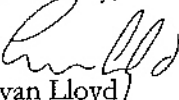
As an OIC appointee, you may have the choice of opting out of the Public Service Pension Plan, if eligible. You are automatically enrolled unless you complete a Waiver of Pension Coverage form within 30 days of the date of this appointment. Copies of this waiver may be obtained through Becky Hamilton 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 October 18, 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

pc: Sarah Zaharia, Executive Director  
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.

  
Katie Robb

October 17, 2017  
Date

Employee Number (if previous/current BC Government Employee): \_\_\_\_\_

Date of Birth (Year/Month/Day): <sup>s.22</sup>

Social Insurance Number <sup>s.22</sup>

☐ I decline this offer.

\_\_\_\_\_  
Katie Robb

\_\_\_\_\_  
Date



June 22, 2018.

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Katie Robb  
Communications Director  
Transportation & Infrastructure Communications  
Government Communications and Public Engagement  
PO Box 9850 Stn Prov Govt  
Victoria BC V8W 9T5

Via email: [Katie.Robb@gov.bc.ca](mailto:Katie.Robb@gov.bc.ca)

Dear Katie:

**Re: Completion of Probation  
Communications Director  
Classification Band 5 OIC  
Position # 00074745 Pay list # 022-5312  
Transportation and Infrastructure Communications  
Government Communications and Public Engagement, Victoria**

I am pleased to confirm the successful completion of your probationary period in the above-noted position.

Congratulations and thank you for a job well done.

Yours truly,

Evan Lloyd  
Deputy Minister

pc: Raman Dale, Executive Director, Corporate Services Division, GCPE  
Sarah Zaharia, Executive Director, Ministry Support – Economy Sector,  
Communications Operations Division, GCPE  
Shaylene Hebert, HR Service Representative, BC Public Service Agency

## 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.

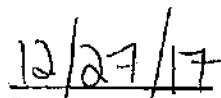
Please ensure you read the policy and adhere to its principles and procedures,  
noting especially the accountabilities of employees.

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

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Withheld pursuant to/removed as

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