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PERSONAL AND CONFIDENTIAL

July 19, 2017

Sarah Zaharia

s.22

Dear Sarah:

Re: Executive Director, Ministry Support
Band 5 OIC
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 Executive Director, Ministry Support. This appointment is effective July 19, 2017 as specified in the appointment Order in Council. Your salary upon appointment is \$123,000 annually.

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 that is currently being processed.

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.

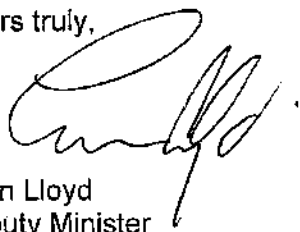
Acceptance of this offer confirms your agreement to comply with the Standards of Conduct for Public Service Employees, a copy of which has been included with this letter. A copy of 'Your Benefits Package' is also attached to provide you with a summary of the benefit plans available to eligible employees.

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, please scan to pdf and email to Dawn-Lynn.Phillips@gov.bc.ca, BC Public Service Agency, by 4:00pm Friday, July 21, 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 Dawn-Lynn Phillips.

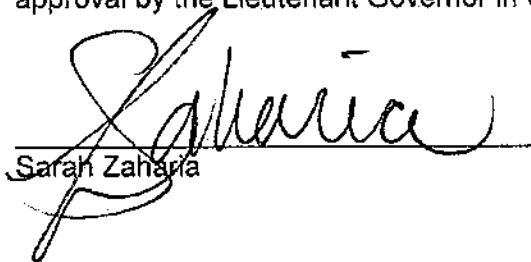
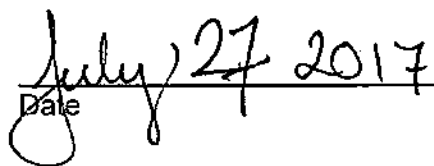
Yours truly,



Evan Lloyd
Deputy Minister
Government Communications and Public Engagement

pc: Michael Lowe, Assistant Deputy Minister, Communications Operations
Dawn-Lynn Phillips, Executive Recruitment, 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.


Sarah Zaharia
Date

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, Sarah Zaharia, 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.

Sarahia
Employee Signature

July 28th/17
Date

Pc: BCPSA HR Client Services for Employee Personnel File



Where ideas work

Ministry/Organization Name: Finance
GCPE

Employee # (If known): _____

Public Service Act

British Columbia Public Service Oath of Employment

As a member of the British Columbia Public Service, I, Sarah Zaharia [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 3 day of

(City/Town)

(Date)

November, 2017.

(Month)

(Year)

**Tegan Neal
COMMISSIONER FOR
TAKING AFFIDAVITS**

Sarah Zaharia
Person giving Oath or Affirmation (Signature)

Tegan Neal
Person administering Oath or Affirmation (Signature)

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

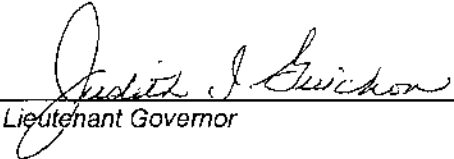
PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

223

, Approved and Ordered

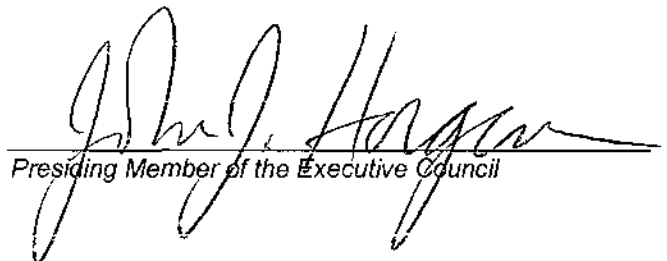
JUL 18 2017


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) effective July 18, 2017, the Government Communications and Public Engagement (Ministry of Advanced Education) Appointment Order, 2017, made by Order in Council 987/2016, is amended
 - (i) in the title by striking out “(Ministry of Advanced Education)”, and
 - (ii) in section 1 (1) by striking out “Ministry of Advanced Education” and substituting “Ministry of Finance”,
- (b) effective July 18, 2017, the Schedule to the Government Communications and Public Engagement Appointment Order, 2017, made by Order in Council 987/2016, is amended by adding the appointments set out in Appendix 1 attached to this order,
- (c) effective July 19, 2017, the Schedule to the Government Communications and Public Engagement Appointment Order, 2017, made by Order in Council 987/2016, is amended by adding the appointments set out in Appendix 2 attached to this order, and
- (d) effective August 2, 2017, the Schedule to the Government Communications and Public Engagement Appointment Order, 2017, made by Order in Council 987/2016, is amended by adding the appointment set out in Appendix 3 attached to this order.


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 987/2016

APPENDIX 1

Column 1 Name	Column 2 Appointment	Column 3 Classification Band	Column 4 Terms & Conditions
Louise Denis	Events Coordinator	Band 1	Category A
Hannah Glover	Media Relations Officer	Band 1	Category A
Lindsey Skwarok	Public Affairs Officer	Band 1	Category A
Karen Van Marum	Director, Media Relations	Band 4	Category A

APPENDIX 2

Column 1 Name	Column 2 Appointment	Column 3 Classification Band	Column 4 Terms & Conditions
Marlene Behrens	Events Coordinator	Band 1	Category A
Matt Hannah	Executive Director, Issues Management	Band 5	Category A
Karl Thomas Hardin	Executive Director, Digital Communications	Band 5	Category A
Liam Kelly Iliffe	Manager, Priority Issues	Band 3	Category A
Jennifer Lee Jones	Manager, Strategic Planning	Band 3	Category A
Margaret Jean LeGuilloux	Executive Director, Ministry Support	Band 5	Category A
Kathryn Lily Lesueur	Director, Marketing and Advertising	Band 4	Category A
Donna Sanford	Executive Director, Confidence and Supply Agreement Secretariat	Band 5	Category A
Stephanie Sherlock	Director, Media Relations	Band 4	Category A
Marielle Tounsi	Director, Media Relations	Band 4	Category A
Donald Anthony Zdravec	Executive Director, Ministry Support	Band 5	Category A
Sarah Ann Zaharia	Executive Director, Ministry Support	Band 5	Category A

APPENDIX 3

Column 1 Name	Column 2 Appointment	Column 3 Classification Band	Column 4 Terms & Conditions
Rita Chand	Staffing and Recruitment Officer	Band 1	Category A



February 5, 2018

s.22

Sarah Zaharia
Executive Director, Ministry Support
Government Communications and Public Engagement
PO Box 9409 Stn Prov Govt
Victoria BC V8W 9V1

Via email: sarah.zaharia@gov.bc.ca

Dear Sarah:

**Re: Completion of Probation
Executive Director, Ministry Support
Classification Band 5 OIC
Position # 00116093 Pay list # 022-5298
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, A/Executive Director, Corporate Services Division
Mike Lowe, ADM, Communications Operations Division
Shaylene Hebert, HR Service Representative, BC Public Service Agency

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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.

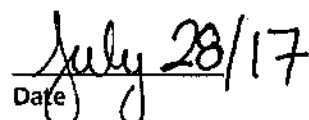
Please ensure you read the policy and adhere to its principles and procedures,
noting especially the accountabilities of employees.

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

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