

ID: 4428, Title: OIC Appointment - Haiqa Cheema

Full Name:

Approval Route: ETM > DMO > DM - Katrina

Assigned To: Chau, Lisa Rush: No Briefing Note - Decision Note Signature: Deputy Minister

Branch: POD - Executive Talent Management Other Number: 7243

Link: N/A

Due Date: 2/14/2023 Date Completed: 4/5/2023 Date Initiated: 2/14/2023 N/A

Item History

4/5/2023 04:26 PM

Chau, Lisa [Assignee] has closed this item for the following reason: Completed.

2/14/2023 03:19 PM

Wells, Katrina PSA:EX [Assignee] forwarded an eApprovals item to Chau, Lisa for action

Approved by DM and sent to DMP's office for review/approval. Thank you

2/14/2023 10:03 AM

Godfrey, Debbie [Assignee] approved the item and forwarded it to Wells, Katrina PSA:EX for action approved

2/14/2023 09:06 AM

Wells, Katrina PSA:EX [Assignee] forwarded an eApprovals item to Godfrey, Debbie for action

****TODAY**** For your review and approval. OIC Appointment to be deposited Friday. Will send to Shannon's office upon your approval. Thank you

2/14/2023 08:53 AM

Chau, Lisa added a document: BN Haiqa Cheema_unsigned.docx

2/14/2023 08:53 AM

Chau, Lisa added a document: Cheema, Haiqa - ADM Multiculturalism and Anti-Racism.pdf

2/14/2023 08:53 AM

Chau, Lisa added a document: DAG Message - ADM Multiculturalism announcement (003).docx

2/14/2023 08:53 AM

Chau, Lisa added a document: DRAFT Communications SS 20230217.docx

2/14/2023 08:53 AM

Chau, Lisa created this item

Please find attached the Briefing Note for Deb's signature for the appointment of Assistant Deputy Minister, Multiculturalism and Anti-Racism with the Ministry of Attorney General – Haiqa Cheema.

Also attached are:

- Resume – Haiqa Cheema
- Ministry announcement – for information only
- Draft of SS's announcement – attached.

The OIC is scheduled to be signed/deposited on Friday, February 17th, 2023, in the morning (usually between 9am - 10am). Thank you.

2/14/2023 08:53 AM

Chau, Lisa has created a new eApprovals item and assigned it to Wells, Katrina PSA:EX

Briefing Note

BC Public Service Agency

February 14, 2023

CLIFF #7243

PREPARED FOR **Shannon Salter, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service**
For Decision

ISSUE

Recommendation for the appointment by Order in Council (OIC) of Haiqa Cheema to the position of Assistant Deputy Minister, Multiculturalism and Anti-Racism with the Ministry of Attorney General, effective March 6, 2023.

BACKGROUND

The position of Assistant Deputy Minister, Multiculturalism and Anti-Racism is a new position.

The recruitment of the Assistant Deputy Minister, Multiculturalism and Anti-Racism was an internal/external competition that was posted on the BC government job posting website and the executive opportunities website from November 4, 2022, to November 17, 2022. The posting garnered interest from 57 individuals of diverse backgrounds, of whom 6 were internal and 51 were external. 10 candidates were invited to do a written and four candidates were shortlisted and invited to participate in interviews which were held on January 23, 31 and February 1, 2023.

The panel consisted of acting Deputy Attorney General Barbara Carmichael, Deputy Minister Debbie Godfrey, and Associate Deputy Minister Jessica Wood. From that competition Haiqa Cheema was assessed as the most qualified candidate.

Haiqa Cheema joined the BC Public service in January 2021 as a Ministerial Advisor for the Ministry of Attorney General and as of January 3, 2023, Haiqa has been the Director of Policy with the Office of the Premier.

Prior to joining the BC Public service, Haiqa was the Constituency Manager, Legislative Assembly of Alberta for from 2018 to 2019 and for 4 years prior, she was the Executive Director, Edmonton World Health Organization. Other roles include Fund Development Executive with the Friends of Royal Alberta Museum in Edmonton, and President, Organization for Arts, Students, and Interdisciplinary Studies (OASIS), where she was responsible for the vision and direction of OASIS.

Haiqa has Board Governance and Leadership experience including Secretary and Committee Chair, Paths for People (2020 to 2022); Project Manager, Ask Her YYC (2019 to 2021) and Community and Stakeholder Engagement Consultant, Muslim Association of Canada (2019-

2020). In 2010 to April 2013, Haiqa was the Project Lead, Taking IT Global where she was instrumental in the success of the Senate Standing Committee on Energy and the Environment's National Virtual Town Hall on Energy. This event brought over 400 youths from across the country to collaborate and provide the Senate with their vision for the future of sustainable energy. Haiqa also has research and consultant experience including Graduate Research Assistant, International Policy and Trade, School of Public Policy (2019-2020) in Calgary, Alberta; and Diversity and Equity Consultant, United States Department of Agriculture, Washington DC (July to August 2016).



Haiqa holds a Masters in Public Policy from the University of Calgary and a Bachelor of Arts in Political Science and Economics from the University of Alberta.

Haiqa's resume is attached. A criminal record review has been conducted and clearance has been provided.

RECOMMENDATION:

Approve the appointment by Order in Council of Haiqa Cheema to the position of Assistant Deputy Minister, Multiculturalism and Anti-Racism with the Ministry of Attorney General, effective March 6, 2023. Upon appointment Haiqa's salary will be \$156,900 per annum, consistent with the salary range for an Assistant Deputy Minister 1.

APPROVED or NOT APPROVED:

Shannon Salter, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service		February 15, 2023
Recommended By: Deb Godfrey Deputy Minister BC Public Service Agency		February 14, 2023

ID: 4516, Title: OIC Appointment - Colleen Spier

Full Name:

Approval Route: ETM > DMO > DM

Assigned To: Chau, Lisa Rush: No Briefing Note - Decision Note Signature: Deputy Minister

Branch: POD - Executive Talent Management Other Number: 7263

Link: N/A

Due Date: 3/1/2023 Date Completed: 3/21/2023 Date Initiated: 3/1/2023 N/A

Item History

3/21/2023 04:04 PM

Chau, Lisa [Assignee] has closed this item for the following reason: Completed.

3/2/2023 08:08 AM

Wells, Katrina PSA:EX [Assignee] forwarded an eApprovals item to Chau, Lisa for action

3/1/2023 04:50 PM

Chau, Lisa [Assignee] forwarded an eApprovals item to Wells, Katrina PSA:EX for action

3/1/2023 03:37 PM

Wells, Katrina PSA:EX [Assignee] forwarded an eApprovals item to Chau, Lisa for action

Approved by DM and sent to DMP. Thank you

3/1/2023 03:27 PM

Godfrey, Debbie [Assignee] approved the item and forwarded it to Wells, Katrina PSA:EX for action approved

3/1/2023 03:25 PM

Wells, Katrina PSA:EX [Assignee] forwarded an eApprovals item to Godfrey, Debbie for action

For your review and approval. OIC for ADM at AG. Thank you

3/1/2023 03:04 PM

Chau, Lisa added a document: BN Colleen Spier_unsigned.docx

3/1/2023 03:04 PM

Chau, Lisa added a document: CS Resume Feb 2023.docx

3/1/2023 03:04 PM

Chau, Lisa added a document: Confidential_ADM Announcement_Indigenous Justice Secretariat_Feb 2023 (004) DRAFT.docx

3/1/2023 03:04 PM

Chau, Lisa added a document: DRAFT Communications SS 20230303.docx

3/1/2023 03:04 PM

Chau, Lisa created this item

Please find attached the Briefing Note for Deb's signature for the appointment of Assistant Deputy Minister, Indigenous Justice Secretariat, Ministry of Attorney General – Colleen Spier.

Also attached are:

- Resume – Colleen Spier
- Ministry announcement – DRAFT – for information only.
- Draft of SS's announcement – attached.

The OIC is scheduled to be signed/deposited on Friday, March 3rd, 2023, in the morning (usually between 9am - 10am). Thank you.

3/1/2023 03:04 PM

Chau, Lisa has created a new eApprovals item and assigned it to Wells, Katrina PSA:EX

Briefing Note

BC Public Service Agency

March 1, 2023

CLIFF #7263

PREPARED FOR Shannon Salter, Deputy Minister to the Premier,
Cabinet Secretary and Head of the Public Service
For Decision

ISSUE

Recommendation for the appointment by Order in Council (OIC) of Colleen Spier to the position of Assistant Deputy Minister, Indigenous Justice Secretariat with the Ministry of Attorney General, effective March 6, 2023.

BACKGROUND

The position of Assistant Deputy Minister (ADM), Indigenous Justice Secretariat is a new position. The ADM, Indigenous Justice Secretariat position is responsible for all matters relating to the legal reform of the justice system to transform that system, incorporating an Indigenous legal lens. This position reports to the Deputy Minister, the executive leadership circle of BC First Nations Justice Council, and the executive leadership of the Métis Nation BC Joint Counsel. The ADM is an authority on Indigenous law, law reform and justice transformation.

In discussions with Shannon Salter, Deputy Minister to the Premier, Barbara Carmichael, acting Deputy Attorney General, and Amanda Carling, CEO, BC First Nations Justice Counsel, it was assessed that Colleen Spier would be the most suitable executive for this role.

Colleen Spier joined the BC Public service in 2018 as the Executive Director, Indigenous Justice Policy and Legislation Division where she is responsible for the development and implementation of the First Nations and Métis Justice Strategies.

Colleen is a seasoned lawyer, whose 16-year career has been focused on the service delivery to children and families involved in the child welfare system, and to service delivery for Indigenous people involved in the criminal justice systems within British Columbia. Prior to joining the BC Public service, Colleen held senior positions, often concurrently, including In-House Counsel at Choices Adoption and Counselling; Executive Director, Island Métis Family and Community Services Society; Circuit Court Duty Counsel, in Haida Gwaii, with Legal Aid British Columbia; Contract Lawyer for Legal Aid British Columbia; and Aboriginal Child Protection Mediator, Attorney General of BC where she facilitated negotiations and agreements between the "Director" (MCFD), First Nations and Métis families by working collaboratively with the parties, while providing direction and encouragement, to identify creative ways to reach

mutually acceptable, and culturally safe solutions, through an Indigenous and child-centered approach.

Further she has had extensive community service positions ranging from Board Chair, Chair and council member in organizations such as the Metis Family Services, BC First Nations Justice Council, Family Law Section Committee and Community Social Services Employers Association. She has also won several Deputy Ministers' Excellence Awards in the areas of collaboration and leadership.



s.22

Colleen's resume is attached and a criminal record review has been conducted and clearance has been provided.

RECOMMENDATION:

Approve the appointment by Order in Council of Colleen Spier to the position of Assistant Deputy Minister, Indigenous Justice Secretariat with the Ministry of Attorney General, effective March 6, 2023. Upon appointment Colleen's salary will be \$195,603 per annum, consistent with the salary range for an Assistant Deputy Minister 2.

APPROVED or NOT APPROVED:

Shannon Salter, Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service		March 1, 2023
Recommended By: Deb Godfrey Deputy Minister BC Public Service Agency		March 1, 2023

Briefing Note

BC Public Service Agency

February 15, 2023

CLIFF #7254

PREPARED FOR **Deb Godfrey, Deputy Minister, BC Public Service Agency**
For Decision

ISSUE

Management Appointment.

BACKGROUND

Jessica Wood, Associate Deputy Minister with the Declaration Act Secretariat has requested the direct appointment of Trenton McIntyre into the Senior Executive Assistant position with the Declaration Act Secretariat.

As part of the Minister of Indigenous Relations & Reconciliation's 2020 Mandate letter, they committed to establishing a standalone Secretariat office, dedicated to supporting Indigenous consultation and cooperation on provincial policy and legislation. In developing the plan for the new Secretariat, the Province heard from First Nations leadership and legal experts on how best the Secretariat can effectively coordinate, guide, and advance this cross-government responsibility to align our laws, policies, and practices with the UN Declaration. The Secretariat was launched in April 2022 and has been working hard to hire staff.

DISCUSSION

In June 2022, the Senior Executive Assistant (SEA) position was posted via the Public Service hiring site. The position was posted externally, open to self-identifying Indigenous candidates only. The posting was extended twice due to no Indigenous candidates applying. Upon the final closing date in mid-July, nine candidates applied, and two were Indigenous.

To fill an urgent business need, it was decided to cancel the competition and invite the two qualified candidates for an interview to fill an auxiliary 6-month SEA appointment. Only one candidate accepted, and Trenton McIntyre was appointed in October 2022.

s.22

To ensure stability of the newly formed Secretariat and ensure consistency in the operations, maintaining consistency in this role is important. Additionally, due to a history of considerable difficulty recruiting for this role, it is likely that additional efforts to recruit new applicants would be time consuming, costly and not a good return on investment.

OPTIONS

Option 1: Approve the request for direct appointment.

Pros:

- It is considered to meet the unusual or exceptional circumstances as provided for under the *Public Service Act*.
- Will ensure the continuity of business operations and ensure stability for the organization.
- Fosters continued relationship and trust with Indigenous partners.

Cons:

- Employees within the organization may want the opportunity to be considered.

Option 2: Decline the request for direct appointment.

Pros:

- Provides an opportunity for other employees within the organization to apply.




Cons:

- May negatively impact the ministries' ability to meet their mandate and will cause serious operational difficulties.
- May negatively impact relationships with Indigenous partners.

RECOMMENDATION:

Option 1: Approve the request for direct appointment.

APPROVED or NOT APPROVED **OPTION: 1**

Deb Godfrey, Deputy Minister, BC Public Service Agency		Feb. 21, 2023
Recommended By: Inderjit Randhawa, Assistant Deputy Minister, HR Services & Solutions		Feb. 17, 2023
Reviewed By: Kim Steinmetz, Executive Director, Talent Acquisition & Classification Services		Feb. 16, 2023

Briefing Note

BC Public Service Agency

February 2, 2023

CLIFF #7240

PREPARED FOR **Deb Godfrey, Deputy Minister, BC Public Service Agency**
For Information

ISSUE

Under-implementation hiring practices.

BACKGROUND

- Jesse Bird was hired in November 2018 as an Authorizations Technologist and was under-implemented as an STO 15 in an STO 18 position. Jesse remained at the STO 15 level for the duration of this appointment.
- Jesse's supervisor contacted MyHR in February 2022 to discuss equity in STO 18 roles in the Burns Lake office, including the issue of Jesse's under-implementation.
- In November 2022, Jesse Bird won a permanent appointment as a Senior Authorizations Technologist, STO 21 and appointed at the full working STO 21 level.
- Jesse raised concerns in an email to Shannon Salter in January 2023 that the Ministry of Forests is creating pay inequity due to changes in their hiring practices related to under-implementation. Specifically, Jesse believes that new employees are being hired at the full working level and higher pay without any professional designation.
- Jesse indicated they have approached both the PSA and the union to discuss changing their previous under-implemented status.

CONCLUSION

- Multiple STO 18 Authorization Technologist competitions have been competed in the Burns Lake area from 2018 to 2022.
- A review of job postings indicates job requirements were consistent and there was no change to the professional designation requirement for STO 18 Authorization Technologists in Burns Lake from 2018 to 2022.
- Postings informed applicants they must be registered as a Forest Professional in Training (TFT, ASTFT, FIT, ASFIT or some combination thereof) to be hired at the full working STO 18 level.

- A review of job offers from 2018 to 2022 demonstrates applicants hired after Jesse Bird were appointed to the full working STO 18 level. These applicants met the Forest Professional in Training job requirement for the full working level, and none of the applicants were under-implemented.

- s.13; s.22



- The Association of BC Forest Professionals website confirms Jesse became registered as a Forester-in-Training in August 2018, one month after they applied to the STO 18 competition. Jesse's resume noted they were only in the initial start of ASFIT program.

- s.13; s.22

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APPENDIX

Appendix 1: Under-implementation.

Reviewed By: Inderjit Randhawa, Assistant Deputy Minister, HR Services & Solutions	SIGNATURE HERE 	Feb. 2, 2023
Reviewed By: Kim Steinmetz, Executive Director, Talent Acquisition & Classification Services	SIGNATURE HERE 	Feb. 2, 2023

APPENDIX 1

Under-implementation

Under-implementation occurs when employees are paid less than the established pay rate for the job until they gain the necessary training and experience needed to be fully qualified.

Under-implementation is typically used in one or more of the following circumstances:

- The knowledge, skills or abilities required by a position are unique to government and are normally obtained through on-the-job experience or training.
- There is a labour market shortage of qualified applicants.
- The geographic location does not attract sufficient qualified applicants.
- Government wishes to promote advancement opportunities for groups traditionally excluded from certain jobs.