

## Molineux, Adam AVED:EX

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**From:** Nell Hodges [Nell.Hodges@rucbc.ca]  
**Sent:** Wednesday, December 14, 2011 4:22 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** FW: International Students  
**Attachments:** International Student Question Summary - Dec 13 -3PM.docx

Hi Adam,

I am forwarding the information we have gathered from the research universities with regard to international students.

Please advise if you have any questions.

Thanks.  
Nell

Pages 2 through 7 redacted for the following reasons:

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December 30, 2011

Honourable Naomi Yamamoto  
Minister of Advanced Education  
PO Box 9080 Stn Prov Govt  
Victoria BC V8W 9E2

Dear Minister Yamamoto:

On behalf of British Columbia's International Education Project Council, we are pleased to submit the attached International Education Strategy and Implementation Plan. In addition to the Strategy, the Project Council would like to make the following recommendations:

- The Ministry of Advanced Education, in collaboration with Project Council and other stakeholders, begin immediate development of detailed work-plans for each action, to include specific deliverables, performance measurements and a reporting framework.
- The Project Council be reconvened in January to discuss potential funding models for the Strategy and provide you with its recommendations / comments.
- Broader consultations take place across the Education sector to ensure all interests, concerns and recommendations are taken into consideration in the implementation of the Strategy.
- The Project Council be provided the opportunity to discuss its role moving forward, and provide its recommendation to you.

The Project Council would also like to acknowledge the work of the Ministry of Advanced Education Project Council Team and its significant effort in assisting the Project Council complete this report.

Yours truly,

Cheryl Wenezeki-Yolland, CMA, FCMA  
Deputy Minister  
Ministry of Advanced Education

Tim McEwan  
President & CEO  
Initiatives Prince George

Attachment

Pages 9 through 23 redacted for the following reasons:

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# International Education Project Council

## Terms of Reference

### **Mandate:**

The International Education Project Council (Project Council) brings representatives from across British Columbia's education sector together with key government partners, business and students to position our province as a global hub for international business and to advance and support the objectives of the Province's International Education Strategy.

The overarching goals of the strategy include the internationalization of B.C.'s education system, and the attraction and retention of international students to B.C. The strategy outlines an aggressive target to increase the number of international students by 50 per cent over four years.

The priority of the Project Council is to finalize the International Education Strategy and develop an implementation plan. The final implementation plan is to be provided to the Minister of Advanced Education by December 31, 2011. Related responsibilities will include:

- Determine key priorities / deliverables / accountabilities;
- Identify potential project phasing options (years 1 through 4);
- Determine roles and responsibilities for implementation;
- Consider funding options (cost-recovery model); and
- Identify key outcomes and a reporting framework.

The Council will also be responsible for:

- Conducting a series of discussion tables with educational institutions (public and private), business, communities, students and other stakeholders that have interest / role in international education and related activities (e.g., BC Immigrant Employment Council); and,
- Providing direction and strategic advice to the Project Director.

# International Education Project Council

## Project Council Membership:

| Name                                | Title                                 | Organization  |
|-------------------------------------|---------------------------------------|---|
| Cheryl Wenezenki-Yolland<br>(Chair) | Deputy Minister                       | Ministry of Advanced Education                        |
| Dana Hayden                         | Deputy Minister                       | Ministry of Jobs, Tourism and Innovation              |
| James Gorman                        | Deputy Minister                       | Ministry of Education                                 |
| Don Fast                            | Deputy Minister                       | Ministry of Community, Sport and Cultural Development |
| Tim McEwan                          | President                             | Initiatives Prince George                             |
| Don Wright                          | President                             | British Columbia Institute of Technology              |
| Richard Novek                       | Director of Operations                | Greystone College                                     |
| Catherine Vertesi                   | Vice Chair                            | BC Council for International Education                |
| Mark Herring                        | Executive Director                    | North Island College                                  |
| Philip Steenkamp                    | Vice President,<br>External Relations | Simon Fraser University                               |
| Terry Sullivan                      | Superintendent                        | School District 73 (Kamloops)                         |
| Claudio Rezende Lucarevski          |                                       | Current Graduate Student                              |
| Sudheer Kodavati                    |                                       | Former International Graduate Student                 |

## Timelines:

Meetings will be held bi-weekly at a time agreed upon by council members. Meetings will be organized by the Ministry of Advanced Education Project Team (Project Team). Meetings may occur in-person, or via teleconference, videoconference, or other virtual methods.

Agenda packages will be distributed electronically to Project Council members a minimum of three (3) days preceding the meeting.

A work-plan for all activities through December 31, 2011, including required deliverables, will be distributed at the first Project Council meeting.

## Project Council Operations:

- The Project Council acts in an advisory capacity;
- The Project Council reports to the Minister of Advanced Education (Minister);
- The Project Council will be chaired by the Deputy Minister of Advanced Education;
- Alternates are permitted to attend if appointed council members are unable to attend.  
A request to have an alternate attend must be submitted to, and approved by the

# International Education Project Council

Project Council Chair a minimum of three (3) days prior to a Council meeting. The alternate must be the same person representing the appointed Council member each time.

- Project Council meeting minutes will be kept by the Project Team and provided to all members.
- Project Council meetings will conclude with a summary of decisions agreed upon by the council, issues that need to be addressed, and proposed next steps.
- The Project Council will provide advice to the Minister on activities and initiatives that best advance the implementation of the International Education Strategy; and
- Once the Implementation Plan is completed, consideration will be given to a potential, future role for the Project Council.
- The Project Council will act in an open and transparent manner. Updates on Project Council activities will be made public via the Ministry of Advanced Education website and/or news releases.
- Membership of the Project Council will be made public.

## Project Council Support:

A Project Director from the Ministry of Advanced Education will be appointed to manage all elements of the project and will be accountable to the Project Council.

Project Council support will be provided by the Ministry of Advanced Education Project Team. Specifically, the Project Team will:

- Provide operational and policy support to the Project Council;
- Develop and maintain a rolling agenda and work plan for the Project Council;
- Develop and maintain an inventory of, and tracking system for, International Education Strategy issues;
- Assist in the drafting and review of the international education strategy and implementation plan and other relevant documents developed by the Project Council;
- Work with Project Council members, individually, to resolve outstanding issues;
- Conducts the research required to support the work of the Project Council.

To assist the Project Council, working groups consisting of cross-government subject-matter experts and/or external experts may be established, as required.

**Government of British Columbia  
International Education Strategy**

**International Education Project Council Meeting #1**

**Date / Time:** October 31, 2011 – 9:00am – 11:00am

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria

**Dial-In:**  
**Participant ID** S15

**Purpose:**

- Launch the Project Council;
- Provide strategy overview to Council members;
- Review and accept Terms of Reference
- Seek input on proposed approach
- Confirm next steps

**Agenda:**

- |    |  |                           |
|----|--|---------------------------|
| 1. | Introductions  | Cheryl Wenezenki-Yolland  |
| 2. | Strategic Context  | Honourable Naomi Yamamoto |
| 3. | Review of International Education Project Council Terms of Reference | Cheryl Wenezenki-Yolland  |
| 4. | International Education Strategy Overview and Discussion             | Susan Brown               |
| 5. | Questions  | All                       |
| 6. | Next Steps   | Cheryl Wenezenki-Yolland  |

**Government of British Columbia  
International Education Strategy**

**International Education Project Council Meeting #2**

**Date / Time:** November 18, 2011 – 10:00am – 12:00pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria

**Dial-In:**  
**Participant ID** S15

**Purpose:**

- Review research data provided; identify additional research requirements
- Reach decision concerning discussion tables
- Identify strategic priority actions (short-term, medium-term and long-term)
- Begin discussion of deliverables related to each action (short-term, medium-term and long-term)
- Confirm next steps

**AGENDA**

Agenda Overview

**Follow-up** Research Data

**New Items** Discussion Tables – Review of  
Proposed Approach

Identification of actions related to each  
strategic priority (short-term, medium-  
term, and long-term)

Identification of deliverables related to  
each action (short-term, medium-term,  
and long-term)

Questions & Next Steps

**Government of British Columbia  
International Education Strategy**

**International Education Project Council Meeting #3**

**Date / Time:** November 30, 2011 / 2:00pm – 4:00pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Dial-In:**  
**Participant ID:** S15

**Purpose:**

- Finalize Discussion Tables
- Finalize specific actions for each identified strategic priority
- Begin discussion of deliverables related to each action (short-term, medium-term, and long-term)
- Reach agreement on format for Final Report.

**Agenda:**

1. Agenda Overview
2. Premier's Mission Update
3. Discussion Tables and Research
4. Finalization of Specific Actions
5. Identification of Deliverables Related to Each Action
6. Overview of Proposed Format for Strategy Document
7. Questions and Next Steps

**Government of British Columbia  
International Education Strategy**

**International Education Project Council Meeting #4**

**Date / Time:** December 09, 2011 / 2:30pm – 3:30pm

**Location:** Teleconference

**Dial-In:**  
**Participant ID:** S15

**Purpose:**

- Reach agreement concerning roles and responsibilities for the implementation and delivery of the International Education Strategy.

**Agenda:**

1. Overview of general roles and responsibilities
2. Confirmation of roles & responsibilities related to each action.
3. Questions / Next Steps

**Government of British Columbia  
International Education Strategy**

**International Education Project Council Meeting #5**

**Date / Time:** December 14, 2011 / 10:00am – 12:00pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Dial-In:**  
**Participant ID:** S15

**Purpose:**

- Identify deliverables for actions
- Reach consensus on funding principles
- Reach consensus on the role of the International Education Project Council moving forward

**Agenda:**

1. Discussion on recommended deliverables for actions
2. Discussion on funding principles
3. Discussion on the role of the Project Council moving forward
4. Discussion on the process for finalizing the strategy by December 31
5. Questions / Next Steps



**Government of British Columbia  
International Education Strategy**

**International Education Project Council Meeting**

**Date / Time:** February 6, 2012 / 2:00pm – 4:00pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Dial-In:**  
**Participant ID:** S15

**Purpose:**

- Discuss potential Strategy funding models in order to provide the Project Council's recommendations / comments to the Minister of Advanced Education
- Discuss the future of the International Education Project Council

**Agenda:**

1. Update on the International Education Strategy and Implementation Plan
2. Funding models
3. Consideration of the future role of the Project Council
4. Questions / Next Steps

Pages 33 through 53 redacted for the following reasons:

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## PROJECT COUNCIL DISCUSSION TABLE MEETING DETAILS

**MONDAY, DECEMBER 12<sup>TH</sup>**

|                        |   |
|------------------------|---|
| <b>Table 1</b>         | <b>COMMUNITY ORGANIZATIONS &amp; LOCAL GOVERNMENT</b>   |
| Date / Time            | December 12 <sup>th</sup> , 11:00am – 12:30pm   |
| Location               | Teleconference Only   |
| Lead                   | Colleen Hanley (on behalf of Mark Herringer)– North Island College; Julian Paine (on behalf of Don Fast)  |
| Dial-in Instructions   | Participant Conference ID: S15<br>Dial-in Phone Numbers:<br>S15 Toll-Free – North<br>Vancouver Local  |
| Confirmed Participants | <b>Elizabeth Jones</b><br>Executive Director<br>North Shore Multicultural Society<br><a href="mailto:elizabethj@nsms.ca">elizabethj@nsms.ca</a><br><b>City Councillor or Mayor –Nelson, BC</b><br>Contact: Kevin Cormack - <a href="mailto:kcormack@nelson.ca">kcormack@nelson.ca</a><br><b>Marie Crawford, UBCM</b><br><a href="mailto:Marie.Crawford@ubcm.ca">Marie.Crawford@ubcm.ca</a><br><b>Kelly Pollack</b><br>Executive Director<br>Immigrant Employment Council of BC<br><a href="mailto:kelly.pollack@iecbc.ca">kelly.pollack@iecbc.ca</a><br><b>Shari Green, Mayor of Prince George</b><br>Contact Email: <a href="mailto:dbates@city.pg.bc.ca">dbates@city.pg.bc.ca</a> |
| Other Invitees         | <b>City of Kitimat - 'rpoole@kitimat.ca'</b><br><b>City of Castlegar – jmalcolm@castlegar.ca</b><br><b>City of Kamloops - 'rdiehl@kamloops.ca'</b><br>Rotary Society of Victoria – no email address<br><b>Tim Welsh, AAMSA</b><br><a href="mailto:twelsh@amssa.org">twelsh@amssa.org</a><br><b>Beth Mercer, Director of First Choice Student Placement</b><br><a href="mailto:beth@fciplacement.com">beth@fciplacement.com</a>  |

|                        |   |
|------------------------|---|
| <b>Table 2</b>         | <b>Education Sector (excluding K-12)</b>  |
| Date / Time            | December 12 <sup>th</sup> : 11:00am – 1:00pm  |
| Location               | Capilano University - Library Building, Room 321  |
| Lead                   | Catherine Vertesi & Richard Novek   |
| Dial-in Instructions   | Meeting room to call Vera Wojna @ S15   |
| Confirmed Participants | <b>Donna Hooker, Capilano University</b><br><a href="mailto:dhooker@capilanou.ca">dhooker@capilanou.ca</a><br><b>Linda Auzins, Languages Canada</b><br><a href="mailto:lauzins@languagescanada.ca">lauzins@languagescanada.ca</a><br><b>Julie Bradley</b> |

|  |   |
|--|---|
|  | 'execdirector@bccca.com'<br><b>Guangwei Ouyang, Douglas College</b><br>'guangwei_ouyang@douglas.bc.ca'<br><b>Vera Wojna (to be phoned during the meeting)</b> |
|--|---|

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| <b>Table 3</b>         | <b>Research Institutions</b>   |
|------------------------|--|
| Date / Time            | December 12 <sup>th</sup> : 11:00am – 12:00pm  |
| Location               | Alan & Margaret Eyre Boardroom, Harbour Centre #2050, 2/F<br>Simon Fraser University Vancouver at Harbour Centre<br>515 West Hastings Street (between Seymour & Richards Streets)<br>Vancouver, BC   |
| Lead                   | Philip Steenkamp   |
| Dial-in Instructions   | dial-in: S15<br>access code: S15   |
| Confirmed Participants | Carolyn L. Russell, UNBC<br>russel1@unbc.ca<br><br>Karen McKellin   Director, The International Student Initiative<br>Karen.mckellin@ubc.ca<br><br>Helen Pennant, Executive Director, International<br>helen.pennant@ubc.ca<br><br>Adriaan de Jager, Executive Director, Government Relations<br>adejager@exchange.ubc.ca;<br>John Hepburn<br>'john.hepburn@ubc.ca'<br>cc: Kangsoon.park@ubc.ca; fred.woo@ubc.ca<br>Cyndi McLeod (awaiting response)<br>Cyndi.McLeod@royalroads.ca |
| Unable to Attend       | Mario Pinto<br>Ali Dastmalchian<br>dastmal@uvic.ca   |

### WEDNESDAY, DECEMBER 14TH

| <b>Table</b>         | <b>K-12 Community</b>  |
|----------------------|--|
| Date / Time          | December 14 <sup>th</sup> : 1:00pm – 2:30pm  |
| Location             | Victoria, BC – Room 310  |
| Lead                 | Terry Sullivan<br>Heather Beaton, Ministry of Advanced Education                     |
| Dial-in Instructions | Moderator Conference ID:<br>Participant Conference ID: S15<br>Dial-in Phone Numbers: |

|  |   |
|--|---|
| S15 Toll-Free – North America<br>Vancouver local |   |
| Confirmed Participants                           | <b>Dave Lee</b> , School District 22<br><a href="mailto:dlee@sd22.bc.ca">dlee@sd22.bc.ca</a><br><b>Mike McKay</b> , School District 36<br><a href="mailto:diogan_g@sd36.bc.ca">diogan_g@sd36.bc.ca</a><br><a href="mailto:McKay_Mike@sd36.bc.ca">McKay_Mike@sd36.bc.ca</a><br><b>Rod Matheson</b> , School District 45<br><a href="mailto:rmatheson@sd45.bc.ca">rmatheson@sd45.bc.ca</a><br><b>Patricia Gartland</b> , School District 43<br><a href="mailto:PGartland@sd43.bc.ca">PGartland@sd43.bc.ca</a><br><b>Dave Scott</b> , School District 61<br><a href="mailto:DScott@sd61.bc.ca">DScott@sd61.bc.ca</a><br><b>Christiaan Bernard</b> , Douglas College<br><a href="mailto:bernardc@douglas.bc.ca">bernardc@douglas.bc.ca</a><br><b>Brian Pepper</b> , School District 57<br><a href="mailto:bpepper@sd57.bc.ca">bpepper@sd57.bc.ca</a><br><b>Chris Kennedy</b> – School District 45<br><a href="mailto:ckennedy@sd45.bc.ca">ckennedy@sd45.bc.ca</a> |

| Table                  | Business Community   |
|------------------------|--|
| Date / Time            | December 14 <sup>th</sup> : 1:30pm – 3:30pm  |
| Location               | Vancouver, BC – Fernie Room – Suite 730 – 999 Canada Place   |
| Lead                   | Tim McEwan; Philip Yung  |
| Dial-in Instructions   | Dial in S15<br>Moderator ID: S15<br>Participant ID:  |
| Confirmed Participants | <b>Steven G. Robinson</b> , Okanagan College<br><b>Roslyn Kunin</b> , Economist<br><b>John Winter</b> , BC Chamber of Commerce (at 2:00pm on only)<br><b>John Korenic</b> , Senior Marketing Director, YVR |
| Unable to Attend       | <b>Jock Finlayson</b>  |

|                               |  |
|-------------------------------|--|
| <b>Table</b>                  | <b>Undergraduate Students</b>  |
| <b>Date / Time</b>            | December 15 <sup>th</sup> : 1:00pm – 2:00pm  |
| <b>Location</b>               | Teleconference   |
| <b>Lead</b>                   | Claudio  |
| <b>Dial-in Instructions</b>   | Participant Conference ID: S15<br>Dial-in Phone Numbers:<br>S15 Toll-Free – North<br>Vancouver Local |
| <b>Confirmed Participants</b> | Arshprateek Singh S22<br>North Island College  |

|                               |  |
|-------------------------------|--|
| <b>Table</b>                  | <b>Trades / Vocational Programs</b>  |
| <b>Date / Time</b>            | December 16 <sup>th</sup> : 2:00pm – 4:00pm  |
| <b>Location</b>               | BCIT – Downtown Campus – Room 281 – 555 Dunsmuir, Vancouver BC   |
| <b>Lead</b>                   | Don Wright   |
| <b>Dial-in Instructions</b>   | Participant Conference ID: S15<br>Dial-in Phone Numbers:<br>S15 Toll-Free – North<br>Vancouver Local                   |
| <b>Confirmed Participants</b> | <b>Dr. Nilson – VIU</b><br>Janet.King@viu.ca<br><b>Dr Sal Ferreras, VP Education</b><br>VCC<br><b>Kevin Evans, ITA</b> |
| <b>Invitees</b>               |  |

Pages 58 through 59 redacted for the following reasons:

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**Government of British Columbia  
International Education Project Council**

**Discussion Table  
*Research Institutions***

**Date / Time:** December 12, 2011 / 11:00am – 12:00pm

**Location:** Teleconference

**Dial-In:** S15

**Participant ID:**

**Facilitators:** Dr. Philip Steenkamp, Vice President (External Relations), Simon Fraser University

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns related to international education in British Columbia and the target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the meeting
3. Roundtable Discussion

**Questions for Consideration:**

- What do you feel are the key actions that need to occur in order to increase the number of international students studying, working and living in your community over the next four years?
- Are there any challenges you anticipate related to an increase in the number of international students studying, working and living in your community? Do you have suggestions for ways for these challenges to be overcome?



**Government of British Columbia  
International Education Project Council**

**Discussion Table**  
*Local Government & Community Organizations*

**Date / Time:** December 12, 2011 / 11:00am – 12:30pm

**Location:** Teleconference

**Dial-In:** S15 Toll-Free – North America  
Vancouver local

**Participant ID:**

**Facilitators:** Julian Paine, Assistant Deputy Minister, Ministry of Community, Sport and Cultural Development  
Colleen Hanley, Associate Director, North Island College

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns related to international education in British Columbia and the target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the teleconference
3. Roundtable Discussion

**Questions for Consideration:**

- Given your organizations community responsibilities, what do you see as the key actions that need to occur in order to increase the number of international students studying, working and living in your community over the next four years?
- Are there any challenges you anticipate related to an increase in the number of international students studying, working and living in your community? Do you have suggestions for ways for these challenges to be overcome?

**Government of British Columbia  
International Education Project Council**

**Discussion Table  
*Post-Secondary Sector***

**Date / Time:** December 12, 2011 / 11:00am – 1:00pm

**Location:** Library Building, Room 321  
Capilano University, 2055 Purcell Way  
North Vancouver

**Facilitators:** Catherine Vertesi, Vice President International, External Relations and  
New Initiatives, Capilano University  
Richard Novek, Director of Operations, ILSC Education Group

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns of participants related to international education in British Columbia and the target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the teleconference
3. Roundtable Discussion

**Questions for Consideration:**

- Based upon your organization's role, what do you feel are the key actions that need to occur in order to increase the number of international students studying, working and living in British Columbia over the next four years?
- Are there any challenges you anticipate related to an increase in the number of international students studying, working and living in BC? Do you have suggestions for ways these challenges to be overcome?

**Government of British Columbia  
International Education Project Council**

**Discussion Table  
*K-12 Sector***

**Date / Time:** December 14, 2011 / 1:00pm – 2:30pm

**Location:** Ministry of Advanced Education – Room 310  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Dial-In:**  
**Participant ID:** S15

**Facilitators:** Dr. Terry Sullivan, Superintendent of Schools, School District No. 73  
Ms. Heather Beaton, Director, Ministry of Education

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns of participants related to international education in British Columbia and the target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the teleconference
3. Roundtable Discussion

**Questions for Consideration:**

- Based upon your role in the education system, what do you consider the key actions that need to occur in order to increase the number of international students studying, working and living in British Columbia over the next four years?
- Are there any challenges you anticipate related to an increase in the number of international students studying, working and living in BC? Do you have suggestions for ways these challenges to be overcome?

**Government of British Columbia  
International Education Project Council**

**Discussion Table  
*Business Community***

**Date / Time:** December 14, 2011 / 1:00pm – 3:00pm

**Location:** Ministry of Advanced Education – Room 507  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Dial-In:** TBD  
**Participant ID:**

**Facilitators:** Mr. Tim McEwan, President and CEO of Initiatives Prince George  
Mr. Philip Yung, Senior Advisor, Ministry of Jobs, Tourism and Innovation

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns of participants related to international education in British Columbia and the target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the teleconference
3. Roundtable Discussion

**Questions for Consideration:**

- What do you consider the key actions that need to occur in order to increase the number of international students studying, working and living in British Columbia over the next four years?
- Are there any challenges you anticipate related to an increase in the number of international students studying, working and living in BC? Do you have suggestions for ways these challenges to be overcome?

**Government of British Columbia  
International Education Project Council**

**Discussion Table**  
*Trades / Vocational Focus*

**Date / Time:** December 16, 2011 / 2:00pm – 4:00pm

**Location:** BCIT – Downtown Campus – Room 281 – 555 Dunsmuir, Vancouver BC

**Dial-In:** S15 Toll-Free  
/ancouver local  
Participant Conference ID: S15

**Facilitators:** Dr. Don Wright, President, BCIT

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns of participants related to international education in British Columbia and the province's target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the teleconference
3. Roundtable Discussion

**Questions for Consideration:**

- What do you consider are the key actions that need to occur in order to increase the number of international students studying, working and living in British Columbia over the next four years?
- Are there any challenges you anticipate related to an increase in the number of international students studying, working and living in BC? Do you have suggestions for ways these challenges can be overcome?

**Government of British Columbia  
International Education Project Council**

**Discussion Table**  
*Trades / Vocational Focus*

**Date / Time:** December 16, 2011 / 2:00pm – 4:00pm

**Location:** BCIT – Downtown Campus – Room 281 – 555 Dunsmuir, Vancouver BC

**Dial-In:** S15 Toll-Free  
/ancouver local  
Participant Conference ID: S15

**Facilitators:** Dr. Don Wright, President, BCIT

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns of participants related to international education in British Columbia and the province's target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the teleconference
3. Roundtable Discussion

**Questions for Consideration:**

- What do you consider are the key actions that need to occur in order to increase the number of international students studying, working and living in British Columbia over the next four years?
- Are there any challenges you anticipate related to an increase in the number of international students studying, working and living in BC? Do you have suggestions for ways these challenges can be overcome?

Pages 67 through 75 redacted for the following reasons:

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WORK PLAN  
INTERNATIONAL EDUCATION  
PROJECT COUNCIL

Purpose: The following Work Plan outlines key actions required by the International Education Project Council to ensure the completion of the objectives stated below.

Objectives: 1. Finalization of the Province’s International Education Strategy; and,  
2. Development of an Implementation Plan.

|                            | Actions / Decisions  | Outcome  |
|----------------------------|--|----------|
| Meeting 1<br><i>Oct 31</i> | Confirm Project Council Membership   | ✓        |
|                            | Provide Council with overview of work completed to-date, and details on identified goals, strategic actions and outcomes   | ✓        |
|                            | Confirm open and transparent nature of the Project Council, and its work   | ✓        |
|                            | Identify research priorities for the Project Team  | ✓        |
|                            | Finalize Project Council meeting dates   | ✓        |
|                            | Research to be completed / compiled by project team: a) capacity (k-12, post secondary & community); b) international student data survey; c) labour market demand; d) profile of current BC international student population; e) BC retention rates of international students, post graduation; f) other relevant background information. | Underway |
|                            | Project Council to review all documentation provided, in preparation for meeting 2   | ✓        |
| Meeting 2                  | • Discuss format / details of Discussion Tables.   | ✓        |
|                            | • Begin discussion and identification of strategic actions   | ✓        |
|                            | • Discuss additional research required   | ✓        |
| Interim                    | Discussion Tables scheduled  |          |
|                            | Follow-up Conversations with all Project Council Members   |          |
|                            | Finalization of Discussion Table participants, dates and questions   |          |
|                            | Proposed framework for Final Report / implementation plan to be developed by Project Team  |          |
|                            | Public Announcement of Project Council, including membership   |          |



**CONFIDENTIAL WORKING DRAFT**

|           |   |  |
|-----------|---|--|
| Meeting 3 | <ul style="list-style-type: none"><li>• Continue discussions on strategy priorities, deliverables and accountabilities</li><li>• Identify potential project phasing options</li><li>• Discuss strategy accountabilities</li><li>• Approval of framework for final report / implementation plan</li></ul>  |  |
| Interim   | Draft Final Strategy / Implementation Plan, to be developed by Project Team   |  |
|           | Discussion Tables underway  |  |
|           | Follow-up conversations with Project Council Members  |  |
| Meeting 4 | <ul style="list-style-type: none"><li>• Reach Council consensus on recommended priorities, deliverables and accountabilities (short-term, medium-term, long term)</li><li>• Finalize roles &amp; responsibilities for implementation.</li><li>• Identify key outcomes / performance measurements, and a reporting framework for the implementation.</li><li>• Discuss strategy funding (cost-recovery model).</li></ul> |  |
| Interim   | Project Council to provide final comments to Project Team on draft strategy / implementation plan   |  |
|           | Discussion Tables Completed   |  |
| Meeting 5 | <ul style="list-style-type: none"><li>• <b>Final sign-off Strategy and Implementation Plan by Council members</b></li></ul>   |  |

Pages 78 through 81 redacted for the following reasons:

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**International Education Project Council  
To-do List**

**In order to establish the Project Council and hold the first meeting during the week of October 11:**

- 1. Resources – Secretariat support – complete by October 7, 2011**
  - Identify Project Director, Project Manager, Researcher and Administrative Support
  - Ensure plan in place to fill any resource gaps
- 2. Identify Project Council members (from sector) – complete by October 7, 2011**
  - Solicit nominations from Presidents of RUCBC, BCAIU, and BC Colleges
    - Contact on October 4 with response required by October 7
  - Identify appropriate representative from BCCIE Board
- 3. Complete drafts of Key Documents – complete by October 7, 2011**
  - Finalize draft Project Charter – September 30
  - Finalize draft Terms of Reference – September 30
  - Seek DM approval
  - Share with partner Ministries: JTI, Education, and CSCD
    - Provide on October 5; comments by October 7
  - Initiate draft Work Plan for Council
- 4. Plan first Council Meeting – week of October 11, 2011**
  - Identify potential date/time and location – October 5
    - Send early notification to Sector groups/partner Ministries
  - Confirm availability of Council members – October 7
  - Confirm and finalize logistics – October 7 until meeting
  - Develop agenda – October 11
  - Identify key outcomes desired at first meeting. Could include:
    - Review and approval of Terms of Reference
    - Review and approval of draft Work Plan
    - Discussion of scope of work/key priorities
    - Plan for Discussion tables

## PROJECT COUNCIL MEMBERSHIP AND MEETING ATTENDANCE

| Name                             | Title                              | Organization  | E-mail   | Meeting 1                                 | Meeting 2                                  | Meeting 3                    | Meeting 4                    | Meeting 5                                 |
|----------------------------------|------------------------------------|---|--|---|--|------------------------------|------------------------------|---|
| Cheryl Wenezenki-Yolland (Chair) | Deputy Minister                    | AVED  | Cheryl.WenezenkiYolland@gov.bc.ca<br>Cc Chris Cliff                                      | IN PERSON                                 | IN PERSON                                  | IN PERSON                    | TELECONFERENCE               | IN PERSON                                 |
| Dana Hayden                      | Deputy Minister                    | JTI   | Dana.Hayden@gov.bc.ca<br>cc. Renee Fekete  | IN PERSON ALTERNATE – CHRIS CARTER        | Chris Carter as alternate                  | BY PHONE WITH CHRIS CARTER   | Dana Hayden & Chris Carter   | WILL NOT ATTEND                           |
| James Gorman                     | Deputy Minister                    | EDU   | James.Gorman@gov.bc.ca<br>cc. Heather Langton; Susan Baines                              | IN PERSON                                 | DID NOT ATTEND                             | DID NOT ATTEND               | WILL NOT ATTEND              | Partial attendance (1 <sup>st</sup> hour) |
| Don Fast                         | Deputy Minister                    | Ministry of Community, Sport and Cultural Development | Don.Fast@gov.bc.ca<br>Cc Lee Valentine<br>Christie Van Ek                                | TELECONFERENCE ALTERNATE – SHAUNA BROUWER | TELECONFERENCE Andrea Henning -- In Person | DAVID GALBRAITH AS ALTERNATE | David Galbraith as alternate | David Galbraith as alternate              |
| Tim McEwan                       | President                          | Initiatives Prince George                             | mcewan@initiativespg.com<br>'Renaud@initiativespg.com'                                   | TELECONFERENCE                            | TELECONFERENCE                             | TELECONFERENCE               | WILL NOT ATTEND              | IN PERSON                                 |
| Don Wright                       | President                          | BCIT  | Don_Wright@bcit.ca<br>CC - David Karppinen<br>T: 604.432.8201<br>David_Karppinen@bcit.ca | TELECONFERENCE                            | TELECONFERENCE                             | IN PERSON                    | TELECONFERENCE               | TELECONFERENCE                            |
| Richard Novek                    | Director of Operations             | Greystone College                                     | Richard.novek@ilsc.com   | TELECONFERENCE                            | DID NOT ATTEND                             | IN PERSON                    | TELECONFERENCE               | IN PERSON                                 |
| Catherine Vertesi                | Board Member                       | BCCIE   | cvertesi@capilanou.ca<br>cc lstevens@capilanou.ca  | TELECONFERENCE                            | TELECONFERENCE                             | IN PERSON                    | TELECONFERENCE               | IN PERSON                                 |
| Mark Herring                     | Executive Director                 | North Island College                                  | Mark.herring@nic.bc.ca<br>Sharon.Larade@nic.bc.ca  | IN PERSON                                 | IN PERSON                                  | IN PERSON                    | WILL NOT ATTEND              | IN PERSON                                 |
| Philip Steenkamp                 | Vice President, External Relations | SFU   | psteenka@sfu.ca  | TELECONFERENCE                            | Robin Ciceri as alternate                  | IN PERSON                    | TELECONFERENCE               | IN PERSON                                 |
| Terry Sullivan                   | Superintendent                     | Schools District 73 (Kamloops)                        | tsullivan@sd73.bc.ca<br>cc dheyman@sd73.bc.ca  | IN PERSON                                 | TELECONFERENCE                             | IN PERSON                    | TELECONFERENCE               | IN PERSON                                 |
| Claudio Rezende Lucarevschi      | Current international student      | From University of Victoria                           | S22  | IN PERSON                                 | IN PERSON                                  | IN PERSON                    | IN PERSON                    | IN PERSON                                 |
| Sudheer Kodavati                 | Former int. student                | From Provincial Nominee Program                       | S22  | IN PERSON                                 | IN PERSON                                  | IN PERSON                    | WILL NOT ATTEND              | WILL NOT ATTEND                           |

Pages 84 through 85 redacted for the following reasons:

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S13

## Molineux, Adam AVED:EX

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**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Monday, November 14, 2011 10:05 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** International Education Project Council - Philip Steenkamp

Dear Mr. Molineux,

Philip Steenkamp is currently participating in the Premier's Education Delegation in India and will not be available to take part in the November 18 International Education Project Council meeting.

He will, however, attend subsequent meetings scheduled on November 30 and December 14.

best regards,  
Sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

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## Molineux, Adam AVED:EX

---

**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Thursday, November 24, 2011 10:19 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: International Education Project Council - Meeting 2 Follow-Up

Thank you, Adam, for sending along these documents and would appreciate receiving the agenda documents when they are ready. Confirming with you that Philip will be in Victoria for the November 30 meeting.

There is a possibility Philip may be in Vancouver Monday afternoon--could I get back to you tomorrow on this? Or we can confirm a teleconference call for 4pm on November 29.

best regards,  
-sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

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---

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "sylvia\_wong\_patey@sfu.ca" <sylvia\_wong\_patey@sfu.ca>  
**Sent:** Wednesday, November 23, 2011 2:45:14 PM  
**Subject:** FW: International Education Project Council - Meeting 2 Follow-Up

Sylvia:

The following e-mail was sent to Philip earlier today, but I thought I better provide it to you directly. Please let me know whether Philip is able to attend the next meeting of the International Education Project Council on November 30 between 2:00pm and 4:00pm, in Victoria. The agenda for this meeting should be distributed on Friday.

Additionally, I was hoping to schedule a phone conversation with Philip on Tuesday, anytime after 2:30pm. On the off-chance he is available and in downtown Vancouver, I could also meet between 10 and 11am, or after 4:30pm, on Monday. The purpose of the meeting is to follow-up on last week's conversation (which Philip was unable to attend).

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

---

**From:** Molineux, Adam AVED:EX  
**Sent:** Wednesday, November 23, 2011 11:12 AM  
**To:** Hayden, Dana JTI:EX: Gorman, James EDUC:EX: Fast, Don CSCD:EX: 'McEwan, Tim': 'Don Wright': 'Richard

AED-2012-00017

Page 87

Lucarevscni ; sudneer kodavati

**Cc:** Cliff, Chris D AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Valentine, Lee CSCD:EX; Henning, Andrea CSCD:EX; 'Renaud@initiativespg.com'; 'David Karppinen'; 'Laura Stevenson'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Brown, Susan B AVED:EX; Laberge, Shelly A AVED:EX; Wenezenki-Yolland, Cheryl AVED:EX; 'robin.ciceri@rucbc.ca'; 'anna.rozario@rucbc.ca'

**Subject:** International Education Project Council - Meeting 2 Follow-Up

Good Morning:

Thank you for attending the second meeting of the International Education Project Council. The next meeting of the International Education Project Council will be on **November 30<sup>th</sup>, from 2:00 – 4:00pm**, at the Ministry of Advanced Education. Please confirm your attendance as soon as possible.

Attached for your review are the following documents:

1. Meeting 2 Summary
2. Discussion Table Document (Revised)
3. Work Plan (Revised)
4. Labour Market Data – Estimated Demand 2010-2020

The Project Team will be working to provide you with the following information as soon as possible:

1. Capacity Data, including the K-12, public & private post-secondary institutions, and communities.
2. Information on the approval process for BC offshore schools
3. Suggested Definition of "internationalization"
4. Summary of international education strategies from key competitors

As mentioned at the close of our meeting, we plan to post information concerning the International Education Project Council on the Ministry of Advanced Education website. For this reason, please provide to me a brief biography as soon as possible.

The Project Team will be in touch with each member of the Project Council to arrange individual follow-up discussions, and to complete planning and scheduling for the Discussion Tables.

In the meantime, if you have any questions, please let me know.

**Adam Molineux, J.D.** | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)



## Molineux, Adam AVED:EX

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**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Monday, November 28, 2011 11:06 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: International Education Project Council - Meeting 2 Follow-Up

Confirming Nov 29, 4pm. His contact number: 778.782.9233

best regards,  
-sylvia

---

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "sylvia\_wong\_patey@sfu.ca" <sylvia\_wong\_patey@sfu.ca>  
**Sent:** Monday, November 28, 2011 10:41:09 AM  
**Subject:** Re: International Education Project Council - Meeting 2 Follow-Up

4pm tomorrow would be great.

---

**From:** Sylvia Wong Patey [mailto:sylvia\_wong\_patey@sfu.ca]  
**Sent:** Monday, November 28, 2011 09:10 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: International Education Project Council - Meeting 2 Follow-Up

Adam - Philip will be on the Burnaby campus all day today. He could do a teleconference call before 4pm today or at 4pm tomorrow. Please let me know what works for you. -sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

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---

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "Sylvia Wong Patey" <sylvia\_wong\_patey@sfu.ca>  
**Sent:** Sunday, November 27, 2011 5:08:13 PM  
**Subject:** RE: International Education Project Council - Meeting 2 Follow-Up

Sylvia:

Please let me know, via e-mail, whether Philip is able to meet tomorrow (Monday) after 4pm in downtown Vancouver.

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

---

**From:** Sylvia Wong Patey [mailto:sylvia\_wong\_patey@sfu.ca]  
**Sent:** Thursday, November 24, 2011 10:19 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: International Education Project Council - Meeting 2 Follow-Up

Thank you, Adam, for sending along these documents and would appreciate receiving the agenda documents when they are ready. Confirming with you that Philip will be in Victoria for the November 30 meeting.

There is a possibility Philip may be in Vancouver Monday afternoon--could I get back to you tomorrow on this? Or we can confirm a teleconference call for 4pm on November 29.

best regards,  
-sylvia

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---

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "sylvia\_wong\_patey@sfu.ca" <sylvia\_wong\_patey@sfu.ca>  
**Sent:** Wednesday, November 23, 2011 2:45:14 PM  
**Subject:** FW: International Education Project Council - Meeting 2 Follow-Up

Sylvia:

The following e-mail was sent to Philip earlier today, but I thought I better provide it to you directly. Please let me know whether Philip is able to attend the next meeting of the International Education Project Council on November 30 between 2:00pm and 4:00pm, in Victoria. The agenda for this meeting should be distributed on Friday.

Additionally, I was hoping to schedule a phone conversation with Philip on Tuesday, anytime after 2:30pm. On the off-chance he is available and in downtown Vancouver, I could also meet between 10 and 11am, or after 4:30pm, on Monday. The purpose of the meeting is to follow-up on last week's conversation (which Philip was unable to attend).

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education

**From:** Molineux, Adam AVED:EX

**Sent:** Wednesday, November 23, 2011 11:12 AM

**To:** Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; 'Richard Novek'; 'Catherine Vertesi'; 'Mark Herringer'; 'psteenka@sfu.ca'; 'tsullivan@sd73.bc.ca'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'

**Cc:** Cliff, Chris D AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Valentine, Lee CSCD:EX; Henning, Andrea CSCD:EX; 'Renaud@initiativespg.com'; 'David Karppinen'; 'Laura Stevenson'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Brown, Susan B AVED:EX; Laberge, Shelly A AVED:EX; Wenezeki-Yolland, Cheryl AVED:EX; 'robin.ciceri@rucbc.ca'; 'anna.rozario@rucbc.ca'

**Subject:** International Education Project Council - Meeting 2 Follow-Up

Good Morning:

Thank you for attending the second meeting of the International Education Project Council. The next meeting of the International Education Project Council will be on November 30<sup>th</sup>, from 2:00 – 4:00pm, at the Ministry of Advanced Education. Please confirm your attendance as soon as possible.

Attached for your review are the following documents:

1. Meeting 2 Summary
2. Discussion Table Document (Revised)
3. Work Plan (Revised)
4. Labour Market Data – Estimated Demand 2010-2020

The Project Team will be working to provide you with the following information as soon as possible:

1. Capacity Data, including the K-12, public & private post-secondary institutions, and communities.
2. Information on the approval process for BC offshore schools
3. Suggested Definition of "internationalization"
4. Summary of international education strategies from key competitors

As mentioned at the close of our meeting, we plan to post information concerning the International Education Project Council on the Ministry of Advanced Education website. For this reason, please provide to me a brief biography as soon as possible.

The Project Team will be in touch with each member of the Project Council to arrange individual follow-up discussions, and to complete planning and scheduling for the Discussion Tables.

In the meantime, if you have any questions, please let me know.

Adam Molineux, J.D. | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Monday, December 5, 2011 11:16 AM  
**To:** Anna Rozario  
**Cc:** Molineux, Adam AVED:EX  
**Subject:** Re: INVITATION - International Education Project Council Teleconference

Thank you, Anna. Dec 9 is now noted in Philip's calendar.

best,  
-sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

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---

**From:** "Anna Rozario" <Anna.Rozario@rucbc.ca>  
**To:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**Cc:** "Sylvia Wong Patey" <sylvia\_wong\_patey@sfu.ca>  
**Sent:** Monday, December 5, 2011 10:55:03 AM  
**Subject:** RE: INVITATION - International Education Project Council Teleconference

Could you please make a note to copy Sylvia Wong Patey on correspondence addressed to Philip Steenkamp, particularly if it's anything to do with scheduling.

Thank you  
Anna

Anna Rozario  
Executive Administrative Assistant  
THE RESEARCH UNIVERSITIES' COUNCIL OF BC  
Tel (250) 480-4859 Fax (250) 480-4862  
[anna.rozario@rucbc.ca](mailto:anna.rozario@rucbc.ca)

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** December-05-11 10:41 AM  
**To:** Molineux, Adam AVED:EX; Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; 'Richard Novek'; 'Catherine Vertesi'; 'Mark Herring'; 'psteenka@sfu.ca'; 'tsullivan@sd73.bc.ca'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'  
**Cc:** Cliff, Chris D AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Valentine, Lee CSCD:EX; Henning, Andrea CSCD:EX; 'Renaud@initiativespg.com'; 'David Karppinen'; 'Laura Stevenson'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Brown, Susan B AVED:EX; Laberge, Shelly A AVED:EX; Wenezenki-Yolland, Cheryl AVED:EX; Robin Ciceri; Anna Rozario; Foran, Grace E AVED:EX  
**Subject:** INVITATION - International Education Project Council Teleconference  
**Importance:** High

Good Morning:

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December 31, 2011, an additional meeting of the Project Council has been scheduled to discuss roles and responsibilities.

This meeting will take place, via teleconference, on Friday, December 9<sup>th</sup> from 2:30-3:30pm. An agenda and supporting materials will be sent out prior to the meeting.

Please confirm your attendance as soon as possible.

Sincerely,

**Adam Molineux, J.D.** | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Wednesday, December 7, 2011 9:40 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: International Education Project Council - Meeting 3 follow-up

Adam - Confirming Philip for the Dec 14 meeting in Victoria. -sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

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---

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "Dana JTI:EX Hayden" <Dana.Hayden@gov.bc.ca>, "James EDUC:EX Gorman" <James.Gorman@gov.bc.ca>, "Don CSCD:EX Fast" <Don.Fast@gov.bc.ca>, "Tim' 'McEwan" <McEwan@initiativespg.com>, "Don Wright" <Don.Wright@bcit.ca>, 'psteenka@sfu.ca', 'tsullivan@sd73.bc.ca', "Richard Novek" <Richard.Novek@ILSC.com>, "Catherine Vertesi" <cvertesi@capilanou.ca>, "Mark Herringer" <Mark.Herringer@nic.bc.ca>, "Claudio Rezende Lucarevski" <S22, "sudheer kodavati" >, "Cheryl AVED:EX Wenezenki-Yolland" <Cheryl.WenezenkiYolland@gov.bc.ca>  
**Cc:** "Chris D AVED:EX Cliff" <Chris.Cliff@gov.bc.ca>, "Renee JTI:EX Fekete" <Renee.Fekete@gov.bc.ca>, "Chris A JTI:EX Carter" <Chris.Carter@gov.bc.ca>, "Heather EDUC:EX Langton" <Heather.Langton@gov.bc.ca>, "Susan A EDUC:EX Baines" <Susan.Baines@gov.bc.ca>, "Lee CSCD:EX Valentine" <Lee.Valentine@gov.bc.ca>, "Andrea CSCD:EX Henning" <Andrea.Henning@gov.bc.ca>, "Renaud@initiativespg.com" <Renaud@initiativespg.com>, "David Karppinen" <David.Karppinen@bcit.ca>, "Laura Stevenson" <lstevens@capilanou.ca>, "Sharon Larade" <Sharon.Larade@nic.bc.ca>, "dheyman@sd73.bc.ca" <dheyman@sd73.bc.ca>, "Susan B AVED:EX Brown" <Susan.B.Brown@gov.bc.ca>, "Shelly A AVED:EX Laberge" <Shelly.Laberge@gov.bc.ca>, "robin.ciceri@rucbc.ca" <robin.ciceri@rucbc.ca>, "anna.rozario@rucbc.ca" <anna.rozario@rucbc.ca>, "Grace E AVED:EX Foran" <Grace.Foran@gov.bc.ca>, "Sylvia Wong Patey" <sylvia\_wong\_patey@sfu.ca>, "David J CSCD:EX Galbraith" <David.Galbraith@gov.bc.ca>, "Van Ek, Christie CSCD:EX" <Christie.VanEk@gov.bc.ca>  
**Sent:** Tuesday, December 6, 2011 7:11:34 PM  
**Subject:** International Education Project Council - Meeting 3 follow-up

Good Evening:

Thank you for attending the last meeting of the International Education Project Council on November 30<sup>th</sup>, 2011. Following our scheduled teleconference on December 9 (2:30-3:30), the next meeting of the International Education Project Council is scheduled for December 14 from 10:00am – 12:00pm in Victoria, BC. Please confirm your participation as soon as possible.

Attached to this e-mail are the following documents, for your review:

1. Revised Strategy Document;

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3. Information on the approval process for BC Offshore Schools
4. Information on International Education strategies undertaken in other jurisdictions
5. Projected Job Openings, by Region
6. Summary of International Education Project Council Meeting 3

If you have any questions concerning this documentation, please let me know.

**Adam Molineux, J.D.** | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Wednesday, December 7, 2011 2:03 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: Meeting Invitation - International Education Strategy Discussion

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Adam - A boardroom at the Vancouver campus/Harbour Centre has been booked for this meeting:

Alan & Margaret Eyre Boardroom, Harbour Centre #2050, 2/F  
Simon Fraser University Vancouver at Harbour Centre  
515 West Hastings Street (between Seymour & Richards Streets)  
Vancouver, BC

for those individuals calling in they can dial-in:

dial-in:  
access S15

best,  
-sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

**SFU** SIMON FRASER UNIVERSITY | THINKING OF THE WORLD

---

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "john.hepburn@ubc.ca" <john.hepburn@ubc.ca>, "vpres@sfu.ca" <vpres@sfu.ca>, "dastmal@uvic.ca" <dastmal@uvic.ca>, "crussell@unbc.ca" <crussell@unbc.ca>  
**Cc:** "psteenka@sfu.ca" <psteenka@sfu.ca>, "Sylvia Wong Patey" <sylvia\_wong\_patey@sfu.ca>, "vpr@exchange.ubc.ca" <vpr@exchange.ubc.ca>  
**Sent:** Tuesday, December 6, 2011 3:21:27 PM  
**Subject:** Meeting Invitation - International Education Strategy Discussion

Good Afternoon:

As part of the 'Canada Starts Here: The B.C. Jobs Plan' released in September 2011, the Province set a goal of increasing the number of international students by 50 per cent over four years. International students in B.C. currently generate 22,000 jobs and bring an estimated \$1.25 billion into the provincial economy. Each 10 per cent increase translates into an estimated 1,800 new jobs and a \$100-million boost to the provincial GDP.

To help finalize British Columbia's International Education Strategy, the Province has established an International Education Project Council, which brings together leaders from the education, business and government sectors. As part of the Project Council's



of international education in British Columbia.

As a result of your experience and expertise, you have been identified by the Project Council to participate in a 1-hour meeting, led by Project Council Member Dr. Philip Steenkamp (Vice President, External Relations, Simon Fraser University), to discuss International Education in British Columbia. This meeting is scheduled for December 12, 2011 from 11:00am to 12:00pm at Simon Fraser University's Downtown campus. If you are unable to participate in-person, teleconference details will be provided.

Please confirm your participation as soon as possible by responding to this e-mail.

Sincerely,

Adam Molineux, J.D.  
A/Director, International Education  
Ministry of Advanced Education

**Molineux, Adam AVED:EX**

---

**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Friday, February 3, 2012 10:53 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: INVITATION - International Education Project Council Meeting - February 6th - 2:00-4:00pm

Adam,

Confirming Philip Steenkamp's participation in this meeting via teleconference.

Please include me in future communications on meeting schedules and agendas.

with thanks,  
-sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

 SIMON FRASER UNIVERSITY | THINKING OF THE WORLD

---

**From:** "Philip Steenkamp" <psteenka@sfu.ca>  
**To:** "Sylvia Wong Patey" <sylvia\_wong\_patey@sfu.ca>  
**Sent:** Wednesday, February 1, 2012 4:56:39 PM  
**Subject:** Fwd: INVITATION - International Education Project Council Meeting - February 6th - 2:00-4:00pm

Begin forwarded message:

**From:** "Molineux, Adam AVED:EX" <Adam.Molineux@gov.bc.ca>  
**Date:** February 1, 2012 2:16:23 PM PST  
**To:** "Wenezenki-Yolland, Cheryl AVED:EX" <Cheryl.WenezenkiYolland@gov.bc.ca>, "Hayden, Dana JTI:EX" <Dana.Hayden@gov.bc.ca>, "Gorman, James EDUC:EX" <James.Gorman@gov.bc.ca>, "Fast, Don CSCD:EX" <Don.Fast@gov.bc.ca>, "McEwan, Tim" <McEwan@initiativespg.com>, "Don Wright" <Don.Wright@bcit.ca>, "Richard Novek" <Richard.Novek@ILSC.com>, "Catherine Vertesi" <cvertesi@caplanou.ca>, "Mark Herringer" <Mark.Herringer@nic.bc.ca>, "psteenka@sfu.ca" <psteenka@sfu.ca>, "Terrence Sullivan" <tsullivan@sd73.bc.ca>, "Claudio Rezende Lucarevschi"  
**AED-2012-00017**  
**Page 98**

Cc: "Berkes, Andrea AVED:EX" <[Andrea.Berkes@gov.bc.ca](mailto:Andrea.Berkes@gov.bc.ca)>, "Fekete, Renee JTI:EX" <[Renee.Fekete@gov.bc.ca](mailto:Renee.Fekete@gov.bc.ca)>, "Carter, Chris A JTI:EX" <[Chris.Carter@gov.bc.ca](mailto:Chris.Carter@gov.bc.ca)>, "Langton, Heather EDUC:EX" <[Heather.Langton@gov.bc.ca](mailto:Heather.Langton@gov.bc.ca)>, "Baines, Susan A EDUC:EX" <[Susan.Baines@gov.bc.ca](mailto:Susan.Baines@gov.bc.ca)>, "Pridmore, Kerry EDUC:EX" <[Kerry.Pridmore@gov.bc.ca](mailto:Kerry.Pridmore@gov.bc.ca)>, "Galbraith, David J CSCD:EX" <[David.Galbraith@gov.bc.ca](mailto:David.Galbraith@gov.bc.ca)>, "Valentine, Lee CSCD:EX" <[Lee.Valentine@gov.bc.ca](mailto:Lee.Valentine@gov.bc.ca)>, "Van Ek, Christie CSCD:EX" <[Christie.VanEk@gov.bc.ca](mailto:Christie.VanEk@gov.bc.ca)>, "Renaud, Dustin" <[Renaud@initiativespg.com](mailto:Renaud@initiativespg.com)>, "David Karppinen" <[David\\_Karppinen@bcit.ca](mailto:David_Karppinen@bcit.ca)>, "Sharon Larade" <[Sharon.Larade@nic.bc.ca](mailto:Sharon.Larade@nic.bc.ca)>, "dheyman@sd73.bc.ca" <[dheyman@sd73.bc.ca](mailto:dheyman@sd73.bc.ca)>, "Foran, Grace E AVED:EX" <[Grace.Foran@gov.bc.ca](mailto:Grace.Foran@gov.bc.ca)>, "Minty, Dawn M AVED:EX" <[Dawn.Minty@gov.bc.ca](mailto:Dawn.Minty@gov.bc.ca)>, "Adams, Felicity A. AVED:EX" <[Felicity.A.Adams@gov.bc.ca](mailto:Felicity.A.Adams@gov.bc.ca)>

**Subject: INVITATION - International Education Project Council Meeting - February 6th - 2:00-4:00pm**

Good Afternoon:

You're invited to attend a meeting of the International Education Project Council on Monday, February 6, from 2:00pm – 4:00pm. This meeting will take place at the Ministry of Advanced Education in Victoria (Room 326, 835 Humboldt Street) and will be focused on discussing potential funding models for the Strategy and the future of the International Education Project Council. If you are unable to attend in-person, teleconference details are included on the attached agenda.

Please confirm your attendance as soon as possible.

Sincerely,

**Adam Molineux, J.D. | A/ Director**  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Sylvia Wong Patey [sylvia\_wong\_patey@sfu.ca]  
**Sent:** Monday, February 20, 2012 11:34 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: Invitation - March 8, 10:30am - 12:30pm - International Education Project Council

Adam,

Philip Steenkamp will be in attendance for the March 8 meeting.

best regards,  
-sylvia

Sylvia Wong Patey  
Office of the Vice President, External Relations  
Strand Hall 2100  
8888 University Drive  
Burnaby, BC V5A 1S6  
t: 778.782.5218  
f: 778.782.5225

**SFU** SIMON FRASER UNIVERSITY | THINKING OF THE WORLD

---

**From:** "Adam AVED Molineux:EX" <Adam.Molineux@gov.bc.ca>  
**To:** "Cheryl AVED Wenezenki-Yolland:EX" <Cheryl.WenezenkiYolland@gov.bc.ca>, "Dana JTI Hayden:EX" <Dana.Hayden@gov.bc.ca>, "James EDUC Gorman:EX" <James.Gorman@gov.bc.ca>, "Don CSCD Fast:EX" <Don.Fast@gov.bc.ca>, "Tim' McEwan" <McEwan@initiativespg.com>, "Don Wright" <Don.Wright@bcit.ca>, "Richard Novek" <Richard.Novek@ILSC.com>, "Catherine Vertesi" <cvertesi@capilanou.ca>, "Mark Herringer" <Mark.Herringer@nic.bc.ca>, "psteenka@sfu.ca" <nsteenka@sfu.ca>, "Terrence Sullivan" <tsullivan@sd73.bc.ca>, "Claudio Rezende Lucarevschi" <S22>, "sudheer kodavati" <S22>  
**Cc:** "Andrea AVED Berkes:EX" <Andrea.Berkes@gov.bc.ca>, "Grace E AVED Foran:EX" <Grace.Foran@gov.bc.ca>, "Renee JTI Fekete:EX" <Renee.Fekete@gov.bc.ca>, "Chris A JTI Carter:EX" <Chris.Carter@gov.bc.ca>, "Susan A EDUC Baines:EX" <Susan.Baines@gov.bc.ca>, "Heather EDUC Langton:EX" <Heather.Langton@gov.bc.ca>, "David J CSCD Galbraith:EX" <David.Galbraith@gov.bc.ca>, "Christie CSCD Van Ek:EX" <Christie.VanEk@gov.bc.ca>, "Lee CSCD Valentine:EX" <Lee.Valentine@gov.bc.ca>, "Dustin' Renaud" <Renaud@initiativespg.com>, "David Karppinen" <David.Karppinen@bcit.ca>, "cmelling@capilanou.ca" <cmelling@capilanou.ca>, "Sharon Larade" <Sharon.Larade@nic.bc.ca>, "Sylvia Wong Patey" <sylvia\_wong\_patey@sfu.ca>, "Dana Heyman" <dheyman@sd73.bc.ca>, "Janice AVED Larson:EX" <Janice.Larson@gov.bc.ca>, "Shelly A AVED Laberge:EX" <Shelly.Laberge@gov.bc.ca>  
**Sent:** Monday, February 20, 2012 9:03:53 AM  
**Subject:** Invitation - March 8, 10:30am - 12:30pm - International Education Project Council

Good Morning:

The next meeting of the International Education Project Council is scheduled for March 8 from 10:30am – 12:30pm. This meeting will be held in Boardroom 326 at the Ministry of Advanced Education in Victoria, B.C. (835 Humboldt St.) The meeting agenda and a summary of the last Project Council discussion will be distributed prior to this meeting.

available.

Sincerely,

**Adam Molineux, J.D.** | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Steven G. Robinson [SGRobinson@okanagan.bc.ca]  
**Sent:** Wednesday, December 7, 2011 8:43 AM  
**To:** Molineux, Adam AVED:EX; 'jock.finlayson@bccbc.com'; XT:Winter, John BCCC:IN; 'rkunin@rkunin.com'; 'daniel.muzyka@sauder.ubc.ca'  
**Cc:** 'McEwan, Tim'; Yung, Philip JTI:EX; Carter, Chris A JTI:EX; Hayden, Dana JTI:EX; Fekete, Renee JTI:EX; 'Renaud@initiativespg.com'; Jennifer Klotz; Donna Mcgrath  
**Subject:** RE: Invitation - International Education Discussion Table

Hi Adam,

Thank you for the invitation to participate in this consultation. I am pleased to attend and will await further details regarding meeting location and agenda.

Cheers,

*Steve*

Steven G. Robinson, M.A.  
Director, International Education



Okanagan College  
Ph: 1-250-762-5445, Ext. 4241  
Fax: 1-250-862-5470  
Email: [sgrobinson@okanagan.bc.ca](mailto:sgrobinson@okanagan.bc.ca)  
Web: [www.okanagan.bc.ca/international](http://www.okanagan.bc.ca/international)  
<http://www.facebook.com/Okanagan.College.bc>

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** December 6, 2011 5:40 PM  
**To:** 'jock.finlayson@bccbc.com'; XT:Winter, John BCCC:IN; 'rkunin@rkunin.com'; 'daniel.muzyka@sauder.ubc.ca'; Steven G. Robinson  
**Cc:** 'McEwan, Tim'; Yung, Philip JTI:EX; Carter, Chris A JTI:EX; Hayden, Dana JTI:EX; Fekete, Renee JTI:EX; 'Renaud@initiativespg.com'  
**Subject:** Invitation - International Education Discussion Table  
**Importance:** High

Good Afternoon:

As part of the 'Canada Starts Here: The B.C. Jobs Plan' released in September 2011, the Province set a goal of increasing the number of international students by 50 per cent over four years. International students in B.C. currently generate 22,000 jobs and bring an estimated \$1.25 billion into the provincial economy. Each 10 per cent increase translates into an estimated 1,800 new jobs and a \$100-million boost to the provincial GDP.

To help finalize British Columbia's International Education Strategy, the Province has established an International Education Project Council, which brings together leaders from the education, business and government sectors. As part of the Project Council's

or international education in British Columbia.

As a result of your experience and expertise, you have been identified by the Project Council to participate in a 2 hour meeting, led by Project Council members Mr. Tim McEwan (Initiatives Prince George) and the Ministry of Jobs, Tourism and Innovation, to discuss International Education in British Columbia. This meeting is scheduled for December 14, 2011 from 1:00pm to 3:00pm in Victoria, British Columbia. If you are unable to participate in-person, teleconference details will be provided.

Please confirm your participation as soon as possible by responding to this e-mail.

Sincerely,

Adam Molineux, J.D.  
A/Director, International Education  
Ministry of Advanced Education

## **Molineux, Adam AVED:EX**

---

**From:** Sherri Williams [sherriw@uvic.ca]  
**Sent:** Tuesday, December 13, 2011 10:51 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** FW: Request - International Education Project Council Consultations

Dear Adam,

I am a Student Advisor in the International and Exchange Student Services office at the University of Victoria. I received the stream of email communication below from our Director, Dr. Jim Anglin. I have forwarded your request below to our UVic students who went out on exchange in the 2010/11 academic year and have asked them to respond to me by 3:00 today if they are interested in participating in your conference call this coming Thursday. If anyone responds, would it be acceptable with you if I pass on your contact details to them so that you can follow up with instructions on how they should proceed?

Thank you in advance for your reply. I look forward to hearing from you soon.

Best regards,

Sherri

Sherri Williams  
Student Advisor  
International and Exchange Student Services Student Affairs University of Victoria Tel  
250 721-8349 Fax 250 472-5440  
WebPhone: <http://webphone.uvic.ca/i?c=8349> Email [sherriw@uvic.ca](mailto:sherriw@uvic.ca) Web [www.iess.uvic.ca](http://www.iess.uvic.ca)

-----Original Message-----

**From:** James Anglin - oiadir  
**Sent:** December-13-11 10:09 AM  
**To:** Sherri Williams  
**Cc:** Paula Ceroni; Tia Robertson; John Chauhan; iess  
**Subject:** RE: Request - International Education Project Council Consultations

Thanks Sherri.

Can you connect them with Adam, somehow. I am assuming any volunteer would be appropriate, unless you have evidence as to the contrary.

Thanks for assisting,

Jim

James P. Anglin PhD  
Director of International Affairs  
and Adviser to the Provost,  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
Tel: (250) 472-4644  
Fax: (250) 721-6542  
Email: [oiadir@uvic.ca](mailto:oiadir@uvic.ca)  
Web: [www.oia.uvic.ca](http://www.oia.uvic.ca)



From: Sherri Williams  
Sent: December-13-11 9:28 AM  
To: James Anglin - oiadir  
Cc: Paula Ceroni; Tia Robertson; John Chauhan; iess  
Subject: RE: Request - International Education Project Council Consultations

Hi Jim,

I can forward this to Nicola's exchange students who returned from exchange last year to determine if anyone is available at such short notice to participate. I'll let you know if anyone responds.

Best regards,

Sherri

Sherri Williams  
Student Advisor  
International and Exchange Student Services  
Student Affairs  
University of Victoria  
Tel 250 721-8349 Fax 250 472-5440  
WebPhone: <http://webphone.uvic.ca/i?c=8349>  
Email [sherriw@uvic.ca](mailto:sherriw@uvic.ca)  
Web [www.iess.uvic.ca](http://www.iess.uvic.ca)

-----Original Message-----

From: James Anglin - oiadir  
Sent: December-11-11 9:44 PM  
To: Sherri Williams  
Cc: Paula Ceroni; Tia Robertson; John Chauhan; iess  
Subject: FW: Request - International Education Project Council Consultations  
Importance: High

Hi Sherri,

Given Nicola is away, can you assist?

Jim

James P. Anglin PhD  
Director of International Affairs  
and Adviser to the Provost,  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
Tel: (250) 472-4644  
Fax: (250) 721-6542  
Email: [oiadir@uvic.ca](mailto:oiadir@uvic.ca)  
Web: [www.oia.uvic.ca](http://www.oia.uvic.ca)

-----Original Message-----

From: Paula Ceroni  
Sent: December-11-11 9:33 PM  
To: James Anglin - oiadir; Jane Collins; Nicola LaMorte  
Subject: FW: Request - International Education Project Council Consultations

Importance: High

Hi Jim, Jane and Nicola

I just received this email from Adam Molineux. I hope Nicola and Jane can help identify potential and suitable students for Adam given the tight timelines...  
Over to you.

Best,  
Paula

---

Paula Ceroni  
Senior Program Coordinator  
Homestay Program, English Language Centre University of Victoria PO Box 3030 STN CSC  
Victoria, British Columbia, Canada V8W 3N6

Phone: 250-472-4433  
Fax: 250-721-8774  
Email: pceroni@uvic.ca  
Web: <http://www.uvcs.uvic.ca/elc>

---

From: Molineux, Adam AVED:EX [Adam.Molineux@gov.bc.ca]  
Sent: Sunday, December 11, 2011 3:13 PM  
To: Paula Ceroni  
Cc: 'Claudio Rezende Lucarevski'  
Subject: Request - International Education Project Council Consultations

Paula:

International Education Project Council member Claudio Rezende Lucarevski and the Ministry of Advanced Education will be conducting two separate conference calls with International Education Students to discuss the International Education Strategy under development, and what can be done to improve the international student experience.

I would appreciate your assistance in finding volunteers from UVIC to participate in this discussion. The conversation will take place as follows:

1. Undergraduate International Students and domestic undergraduate students who have participated in international exchange programs - Thursday, December 15 from 1:00 - 2:00pm.
2. Graduate Students and domestic graduate students who have participated in international exchange programs - Thursday, December 15 from 2:00 - 3:00pm.

I hope you can help us identify 2 UVIC students (one international student and one domestic student who has studying abroad while at UVIC) for each conversation. I have attached an agenda to this e-mail. Please feel free to distribute this to students who plan to participate.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: Adam.Molineux@gov.bc.ca

## Molineux, Adam AVED:EX

---

**From:** Sherri Williams [sherriw@uvic.ca]  
**Sent:** Tuesday, December 13, 2011 4:30 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: Request - International Education Project Council Consultations

Hi Adam,

I regret to inform you that none of our exchange students responded to the email I sent them regarding your conference call this Thursday. I'm very sorry about that but it's a very busy time for students with final exams occurring right now.

All the best to you with this project.

Best regards,

Sherri

Sherri Williams  
Student Advisor  
International and Exchange Student Services Student Affairs University of Victoria Tel  
250 721-8349 Fax 250 472-5440  
WebPhone: <http://webphone.uvic.ca/i?c=8349> Email [sherriw@uvic.ca](mailto:sherriw@uvic.ca) Web [www.iess.uvic.ca](http://www.iess.uvic.ca)

-----Original Message-----

**From:** Molineux, Adam AVED:EX [mailto:Adam.Molineux@gov.bc.ca]  
**Sent:** December-13-11 11:02 AM  
**To:** Sherri Williams  
**Subject:** RE: Request - International Education Project Council Consultations

Hi Sherri:

Absolutely. I look forward to hearing from them.

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: Adam.Molineux@gov.bc.ca

-----Original Message-----

**From:** Sherri Williams [mailto:sherriw@uvic.ca]  
**Sent:** Tuesday, December 13, 2011 10:51 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** FW: Request - International Education Project Council Consultations

Dear Adam,

I am a Student Advisor in the International and Exchange Student Services office at the University of Victoria. I received the stream of email communication below from our Director, Dr. Jim Anglin. I have forwarded your request below to our UVic students who went out on exchange in the 2010/11 academic year and have asked them to respond to me by 3:00 today if they are interested in participating in your conference call this coming Thursday. If anyone responds, would it be acceptable with you if I pass details to them so that you can follow up with instructions on how they should proceed?

AE D-2012-00017  
Page 1 of 1

Best regards,

Sherri

Sherri Williams  
Student Advisor

International and Exchange Student Services Student Affairs University of Victoria Tel  
250 721-8349 Fax 250 472-5440  
WebPhone: <http://webphone.uvic.ca/i?c=8349> Email [sherriw@uvic.ca](mailto:sherriw@uvic.ca) Web [www.iess.uvic.ca](http://www.iess.uvic.ca)

-----Original Message-----

From: James Anglin - oiadir  
Sent: December-13-11 10:09 AM  
To: Sherri Williams  
Cc: Paula Ceroni; Tia Robertson; John Chauhan; iess  
Subject: RE: Request - International Education Project Council Consultations

Thanks Sherri.

Can you connect them with Adam, somehow. I am assuming any volunteer would be appropriate, unless you have evidence as to the contrary.

Thanks for assisting,

Jim

James P. Anglin PhD  
Director of International Affairs  
and Adviser to the Provost,  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
Tel: (250) 472-4644  
Fax: (250) 721-6542  
Email: [oiadir@uvic.ca](mailto:oiadir@uvic.ca)  
Web: [www.oia.uvic.ca](http://www.oia.uvic.ca)

-----Original Message-----

From: Sherri Williams  
Sent: December-13-11 9:28 AM  
To: James Anglin - oiadir  
Cc: Paula Ceroni; Tia Robertson; John Chauhan; iess  
Subject: RE: Request - International Education Project Council Consultations

Hi Jim,

I can forward this to Nicola's exchange students who returned from exchange last year to determine if anyone is available at such short notice to participate. I'll let you know if anyone responds.

Best regards,

Sherri

Sherri Williams

Student Advisor  
International and Exchange Student Services  
Student Affairs  
University of Victoria  
Tel 250 721-8349 Fax 250 472-5440  
WebPhone: <http://webphone.uvic.ca/i?c=8349>  
Email [sherriw@uvic.ca](mailto:sherriw@uvic.ca)  
Web [www.iess.uvic.ca](http://www.iess.uvic.ca)

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From: James Anglin - oiadir  
Sent: December-11-11 9:44 PM  
To: Sherri Williams  
Cc: Paula Ceroni; Tia Robertson; John Chauhan; iess  
Subject: FW: Request - International Education Project Council Consultations  
Importance: High

Hi Sherri,

Given Nicola is away, can you assist?

Jim

James P. Anglin PhD  
Director of International Affairs  
and Adviser to the Provost,  
University of Victoria  
PO Box 1700 STN CSC  
Victoria, British Columbia V8W 2Y2 Canada  
Tel: (250) 472-4644  
Fax: (250) 721-6542  
Email: [oiadir@uvic.ca](mailto:oiadir@uvic.ca)  
Web: [www.oia.uvic.ca](http://www.oia.uvic.ca)

-----Original Message-----

From: Paula Ceroni  
Sent: December-11-11 9:33 PM  
To: James Anglin - oiadir; Jane Collins; Nicola LaMorte  
Subject: FW: Request - International Education Project Council Consultations  
Importance: High

Hi Jim, Jane and Nicola

I just received this email from Adam Molineux. I hope Nicola and Jane can help identify potential and suitable students for Adam given the tight timelines...  
Over to you.

Best,  
Paula

---

Paula Ceroni  
Senior Program Coordinator  
Homestay Program, English Language Centre University of Victoria PO Box 3030 STN CSC  
Victoria, British Columbia, Canada V8W 3N6

Phone: 250-472-4433

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Email: pceroni@uvic.ca  
Web: <http://www.uvcs.uvic.ca/elc>

---

From: Molineux, Adam AVED:EX [Adam.Molineux@gov.bc.ca]  
Sent: Sunday, December 11, 2011 3:13 PM  
To: Paula Ceroni  
Cc: 'Claudio Rezende Lucarevschi'  
Subject: Request - International Education Project Council Consultations

Paula:

International Education Project Council member Claudio Rezende Lucarevschi and the Ministry of Advanced Education will be conducting two separate conference calls with International Education Students to discuss the International Education Strategy under development, and what can be done to improve the international student experience.

I would appreciate your assistance in finding volunteers from UVIC to participate in this discussion. The conversation will take place as follows:

1. Undergraduate International Students and domestic undergraduate students who have participated in international exchange programs - Thursday, December 15 from 1:00 - 2:00pm.
2. Graduate Students and domestic graduate students who have participated in international exchange programs - Thursday, December 15 from 2:00 - 3:00pm.

I hope you can help us identify 2 UVIC students (one international student and one domestic student who has studying abroad while at UVIC) for each conversation. I have attached an agenda to this e-mail. Please feel free to distribute this to students who plan to participate.

If you have any questions, please don't hesitate to contact me.

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: Adam.Molineux@gov.bc.ca

## Molineux, Adam AVED:EX

---

**From:** Sharon Larade [Sharon.Larade@nic.bc.ca]  
**Sent:** Thursday, November 24, 2011 9:53 AM  
**To:** Molineux, Adam AVED:EX  
**Cc:** Mark Herringer  
**Subject:** RE: International Education Project Council - Meeting 2 Follow-Up

Confirming that Mark Herringer will attend Nov 30 meeting of the IE Project Council in person

Sharon Larade  
250.334.5275

---

**From:** Molineux, Adam AVED:EX [mailto:Adam.Molineux@gov.bc.ca]  
**Sent:** Wednesday, November 23, 2011 11:12 AM  
**To:** Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; 'Richard Novek'; 'Catherine Vertesi'; Mark Herringer; 'psteenka@sfu.ca'; 'tsullivan@sd73.bc.ca'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'  
**Cc:** Cliff, Chris D AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Valentine, Lee CSCD:EX; Henning, Andrea CSCD:EX; 'Renaud@initiativespg.com'; 'David Karppinen'; 'Laura Stevenson'; Sharon Larade; 'dheyman@sd73.bc.ca'; Brown, Susan B AVED:EX; Laberge, Shelly A AVED:EX; Wenezenki-Yolland, Cheryl AVED:EX; 'robin.ciceri@rucbc.ca'; 'anna.rozario@rucbc.ca'  
**Subject:** International Education Project Council - Meeting 2 Follow-Up

Good Morning:

Thank you for attending the second meeting of the International Education Project Council. The next meeting of the International Education Project Council will be on **November 30<sup>th</sup>, from 2:00 – 4:00pm**, at the Ministry of Advanced Education. Please confirm your attendance as soon as possible.

Attached for your review are the following documents:

1. Meeting 2 Summary
2. Discussion Table Document (Revised)
3. Work Plan (Revised)
4. Labour Market Data – Estimated Demand 2010-2020

The Project Team will be working to provide you with the following information as soon as possible:

1. Capacity Data, including the K-12, public & private post-secondary institutions, and communities.
2. Information on the approval process for BC offshore schools
3. Suggested Definition of "internationalization"
4. Summary of international education strategies from key competitors

As mentioned at the close of our meeting, we plan to post information concerning the International Education Project Council on the Ministry of Advanced Education website. For this reason, please provide to me a brief biography as soon as possible.

The Project Team will be in touch with each member of the Project Council to arrange individual follow-up discussions, and to complete planning and scheduling for the Discussion Tables.

In the meantime, if you have any questions, please let me know.

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

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## Molineux, Adam AVED:EX

---

**From:** Sharon Larade [Sharon.Larade@nic.bc.ca]  
**Sent:** Thursday, February 2, 2012 9:06 AM  
**To:** Molineux, Adam AVED:EX  
**Cc:** Mark Herringer  
**Subject:** Mark Herringer will attend via phone International Education Project Council Meeting - February 6th - 2:00-4:00pm

Good morning Adam, Mark Herringer will attend the February 6 meeting via teleconference.

Sharon Larade

*Administrative Assistant to the Executive Director of NICI*

2300 Ryan Road, Courtenay, BC, V9N 8N6, CANADA

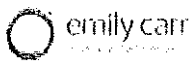
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**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]

**Sent:** Wednesday, February 01, 2012 2:16 PM

**To:** Wenezenki-Yolland, Cheryl AVED:EX; Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; 'Richard Novek'; 'Catherine Vertesi'; Mark Herringer; 'psteenka@sfu.ca'; 'Terrence Sullivan'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'

**Cc:** Berkes, Andrea AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Pridmore, Kerry EDUC:EX; Galbraith, David J CSCD:EX; Valentine, Lee CSCD:EX; Van Ek, Christie CSCD:EX; 'Renaud, Dustin'; 'David Karppinen'; Sharon Larade; 'dheyman@sd73.bc.ca'; Foran, Grace E AVED:EX; Minty, Dawn M AVED:EX; Adams, Felicity A. AVED:EX

**Subject:** INVITATION - International Education Project Council Meeting - February 6th - 2:00-4:00pm

**Importance:** High

Good Afternoon:

You're invited to attend a meeting of the International Education Project Council on Monday, February 6, from 2:00pm – 4:00pm. This meeting will take place at the Ministry of Advanced Education in Victoria (Room 326, 835 Humboldt Street) and will be focused on discussing potential funding models for the Strategy and the future of the International Education Project Council. If you are unable to attend in-person, teleconference details are included on the attached agenda.

Please confirm your attendance as soon as possible.

Sincerely,

**Adam Molineux, J.D.** | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)



## Molineux, Adam AVED:EX

---

**From:** Sharon Larade [Sharon.Larade@nic.bc.ca]  
**Sent:** Tuesday, February 21, 2012 11:16 AM  
**To:** Molineux, Adam AVED:EX  
**Cc:** Mark Herringer  
**Subject:** Mark Herringer will attend March 8, 10:30am - 12:30pm - International Education Project Council meeting

Hi Adam,  
Yes, Mark will attend this meeting on March 8, possibly in person, but I will confirm closer to the time.

Sharon Larade


*Administrative Assistant to the Executive Director of NICI*

2300 Ryan Road, Courtenay, BC, V9N 8N6, CANADA

Phone: 1.250.334.5275 | Fax: 1.250.334.5269



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**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]

**Sent:** Monday, February 20, 2012 9:04 AM

**To:** Wenezenki-Yolland, Cheryl AVED:EX; Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; 'Richard Novek'; 'Catherine Vertesi'; Mark Herringer; 'psteenka@sfu.ca'; 'Terrence Sullivan'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'

**Cc:** Berkes, Andrea AVED:EX; Foran, Grace E AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Baines, Susan A EDUC:EX; Langton, Heather EDUC:EX; Galbraith, David J CSCD:EX; Van Ek, Christie CSCD:EX; Valentine, Lee CSCD:EX; 'Renaud, Dustin'; 'David Karppinen'; 'cmelling@capilanou.ca'; Sharon Larade; 'Sylvia Wong Patey'; 'Dana Heyman'; Larson, Janice AVED:EX; Laberge, Shelly A AVED:EX

**Subject:** Invitation - March 8, 10:30am - 12:30pm - International Education Project Council

Good Morning:

The next meeting of the International Education Project Council is scheduled for March 8 from 10:30am – 12:30pm. This meeting will be held in Boardroom 326 at the Ministry of Advanced Education in Victoria, B.C. (835 Humboldt St.) The meeting agenda and a summary of the last Project Council discussion will be distributed prior to this meeting.

Please confirm whether you will be able to attend. If you are unable to attend in person, teleconferencing will be available.

Sincerely,

Adam Molineux, J.D. | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Scott McAlpine [mcalpines@douglas.bc.ca]  
**Sent:** Friday, December 9, 2011 11:54 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: Invitation: International Education Discussion Table

Adam,

I will attend on December 16.

Scott

Scott A. McAlpine, Ph.D.  
President  
Douglas College  
Tel 604-527-5381  
Fax 604-527-5641  
[mcalpines@douglascollege.ca](mailto:mcalpines@douglascollege.ca)  
[www.douglascollege.ca](http://www.douglascollege.ca)

>>> "Molineux, Adam AVED:EX" <[Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)> 12/7/2011 10:57 AM >>>

Good Morning:

As part of the 'Canada Starts Here: The B.C. Jobs Plan' released in September 2011, the Province set a goal of increasing the number of international students by 50 per cent over four years. International students in B.C. currently generate 22,000 jobs and bring an estimated \$1.25 billion into the provincial economy. Each 10 per cent increase translates into an estimated 1,800 new jobs and a \$100-million boost to the provincial GDP.

To help finalize British Columbia's International Education Strategy, the Province has established an International Education Project Council, which brings together leaders from the education, business and government sectors. As part of the Project Council's activities, it is engaging with relevant stakeholders in order to discuss the development of international education in British Columbia.

As a result of your experience and expertise, you have been identified by the Project Council to participate in a 2 hour meeting, led by Project Council members Dr. Don Wright (President, BCIT), Mr. Mark Herringer (Executive Director, North Island College), and the Ministry of Jobs, Tourism and Innovation, to discuss International Education in British Columbia. This meeting is scheduled for **December 16, 2011 from 2:00pm to 4:00pm** at BCIT, in Vancouver, British Columbia. If you are unable to participate in-person, teleconference details will be provided.

Please confirm your participation as soon as possible by responding to this e-mail.

Sincerely,

Adam Molineux, J.D.  
A/Director, International Education  
Ministry of Advanced Education

## Molineux, Adam AVED:EX

---

**From:** Sandra Schinnerl [Sandra.Schinnerl@kwantlen.ca]  
**Sent:** Wednesday, December 7, 2011 1:55 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: Meeting Invitation - International Education Strategy Discussion

Greetings Adam,

Thank you for your email and I will attend the meeting. Many thanks,

Sandra



**Sandra Schinnerl**

Director, Office of International Students and Scholars  
Kwantlen Polytechnic University  
t 604.599.2496 f 604.599.2449 e [sandra.schinnerl@kwantlen.ca](mailto:sandra.schinnerl@kwantlen.ca)  
[www.kwantlen.ca](http://www.kwantlen.ca)

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**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** Tuesday, December 06, 2011 1:58 PM  
**To:** 'kkirkpatrick@pctia.bc.ca'; 'guangwei\_ouyang@douglas.bc.ca'; 'dhooker@capilano.ca'; 'james.cohn@questu.ca'; Sandra Schinnerl; 'vwojna@tru.ca'; 'karen.mckellin@ubc.ca'  
**Cc:** 'Catherine Vertesi'; 'Richard Novek'; 'Laura Stevenson'  
**Subject:** Meeting Invitation - International Education Strategy Discussion  
**Importance:** High

Good Afternoon:

As part of the 'Canada Starts Here: The B.C. Jobs Plan' released in September 2011, the Province set a goal of increasing the number of international students by 50 per cent over four years. International students in B.C. currently generate 22,000 jobs and bring an estimated \$1.25 billion into the provincial economy. Each 10 per cent increase translates into an estimated 1,800 new jobs and a \$100-million boost to the provincial GDP.

To help finalize British Columbia's International Education Strategy, the Province has established an International Education Project Council, which brings together leaders from the education, business and government sectors. As part of the Project Council's activities, it is engaging with relevant stakeholders in order to discuss the development of international education in British Columbia.

As a result of your experience and expertise, you have been identified by the Project Council to participate in a 2-hour lunch meeting, led by Project Council Members Catherine Vertesi (Vice President, Capilano University) and Richard Novek (Director of Operations, ILSC Education Group), to discuss International Education in British Columbia. This meeting is scheduled for December 12, 2011 from 11:00am to 1:00pm at Capilano University (Library Building, Room 321). Lunch will be provided. If you are unable to participate in-person, teleconference details will be provided.

Please confirm your participation as soon as possible, and let us know of any specific dietary considerations, by e-mailing Ms. Laura Stevens at [lstevens@capilanou.ca](mailto:lstevens@capilanou.ca).

Sincerely,

Adam Molineux, J.D.

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## Molineux, Adam AVED:EX

---

**From:** Riley Nicholson [Riley.Nicholson@RoyalRoads.ca]  
**Sent:** Friday, December 9, 2011 4:35 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** FW: International Education Meeting with Dr. Philip Steenkamp - December 12 - 11:00am - 12:00pm  
**Attachments:** Agenda - Research Institutions.doc  
**Importance:** High

Dear Adam,

Thank you for the invitation. Cyndi McLeod will participate via phone. Unfortunately, we are not able to get her there in person.

Regards,

Riley

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** Friday, December 09, 2011 2:15 PM  
**To:** 'russel1@unbc.ca'; 'john.hepburn@ubc.ca'; 'Karen.mckellin@ubc.ca'; 'helen.pennant@ubc.ca'; 'adejager@exchange.ubc.ca'; 'dastmal@uvic.ca'; Cyndi Mcleod  
**Cc:** 'fred.woo@ubc.ca'; 'Kangsoon.park@ubc.ca'; 'psteenka@sfu.ca'; 'Sylvia Wong Patey'  
**Subject:** International Education Meeting with Dr. Philip Steenkamp - December 12 - 11:00am - 12:00pm  
**Importance:** High

Good Afternoon:

Thank you for confirming your participation in Monday's meeting (11:00am-12:00pm) concerning the development of British Columbia's International Education Strategy. Please find attached an agenda for this meeting, including dial-in instructions and location details.

If you have any questions prior to this call, please don't hesitate to contact me at (250) 387.2594 (office) or S22 (cell).

S22

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

**Government of British Columbia  
International Education Project Council**

**Discussion Table  
*Research Institutions***

**Date / Time:** December 12, 2011 / 11:00am – 12:00pm

**Location:** Alan & Margaret Eyre Boardroom, Harbour Centre #2050, 2/F  
Simon Fraser University Vancouver at Harbour Centre  
515 West Hastings Street (between Seymour & Richards Streets)  
Vancouver, BC

**Dial-In:**

S15

**Participant ID:**

**Facilitators:** Dr. Philip Steenkamp, Vice President (External Relations), Simon Fraser University

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns related to international education in British Columbia and the target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the meeting
3. Roundtable Discussion

## Molineux, Adam AVED:EX

---

**From:** Riley Nicholson [Riley.Nicholson@RoyalRoads.ca]  
**Sent:** Thursday, December 15, 2011 1:02 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** FW: Meeting Invitation - International Education Strategy Discussion

**Importance:** High

Dear Adam,

As Cyndi was unable to attend this meeting in person, she is hoping that the two of you can connect next week if at all possible to discuss the Strategy's development. Would you happen to have some time on Wednesday, December 21. Cyndi is available to meet at the Ministry or RRU that day if you might have some time either morning or mid-afternoon. She is also free on December 22 – at 9:00am.

Thanks,

Riley

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** Friday, December 09, 2011 11:13 AM  
**To:** Cyndi Mcleod  
**Subject:** Meeting Invitation - International Education Strategy Discussion  
**Importance:** High

Cyndi:

Apologies for the late notice on this invitation. Philip Steenkamp is holding a meeting on Monday to discuss the Province's International Education Strategy. Please let me know if you can attend (by phone, or in person). If you cannot, I would be happy to travel to Royal Roads to meet with you to discuss the Strategy's development with you.

Sincerely,

Adam Molineux, J.D.  
Director - International Education  
Ministry of Advanced Education  
(250) 588-8703

Good Morning:

As part of the 'Canada Starts Here: The B.C. Jobs Plan' released in September 2011, the Province set a goal of increasing the number of international students by 50 per cent over four years. International students in B.C. currently generate 22,000 jobs and bring an estimated \$1.25 billion into the provincial economy. Each 10 per cent increase translates into an estimated 1,800 new jobs and a \$100-million boost to the provincial GDP.

To help finalize British Columbia's International Education Strategy, the Province has established an International Education Project Council, which brings together leaders from the education, business and government sectors. As part of the Project Council's activities, it is engaging with relevant stakeholders in order to discuss the development of international education in British Columbia.

As a result of your experience and expertise, you have been identified by the Project Council to participate in a 1-hour meeting, led by Project Council Member Philip  
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International Education in British Columbia. This meeting is scheduled for December 12, 2011 from 11:00am to 12:00pm at Simon Fraser University's Downtown campus. If you are unable to participate in-person, teleconference details will be provided.

Please confirm your participation as soon as possible by responding to this e-mail.

Sincerely,

Adam Molineux, J.D.  
A/Director, International Education  
Ministry of Advanced Education  
(250) 588-8703

## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Monday, October 24, 2011 12:22 PM  
**To:** Wenezenki-Yolland, Cheryl AVED:EX  
**Cc:** Brown, Susan B AVED:EX; Molineux, Adam AVED:EX  
**Subject:** RE: International Education Project Council

**Importance:** High

Dear ADM Wenezenki-Yolland,

Thank you so much for this invitation and yes, I would be very pleased to participate in this Council. I would be available for the bi-weekly meetings with the exception of the period between November 9th and November 20<sup>th</sup> when I will be in India. I look forward to helping develop a "made in BC" approach to International Education in the province and hope that our organizations years of experience in International Education proves to be a valuable asset to this project.

All the best...

Cheers!

**Richard Novek**  
Director of Operations

**ILSC Education Group**  
Vancouver | Toronto | Montréal | New Delhi  
San Francisco | Brisbane | Sydney  
555 Richards Street, Vancouver, BC V6B 2Z5  
T: 604.689.9095 ext. 239 | F: 604.683.0771 | S22  
E: richard.novek@ilsc.com [www.ilsc.com](http://www.ilsc.com)



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**From:** Wenezenki-Yolland, Cheryl AVED:EX [<mailto:Cheryl.WenezenkiYolland@gov.bc.ca>]

**Sent:** October 24, 2011 12:01 PM

**To:** Richard Novek

**Cc:** Brown, Susan B AVED:EX; Molineux, Adam AVED:EX

**Subject:** International Education Project Council

Dear Mr. Novek:

As you are aware, the Government of British Columbia has announced plans to develop an International Education Strategy to be finalized by Winter 2011. A critical component of advancing the strategy is the establishment of an International Education Project Council. The Project Council will bring representatives from across British Columbia's education sector together with key government partners, business and students in order to promote our province as a global hub for international education, and advance and support the objectives of the International Education Strategy.

I would like to extend an invitation for you to participate as a member of the Project Council. As a representative of private career training institutions, we would like to learn from your first hand experience so that government can understand and enhance the experience of current international students in private career training institutions and position the Province as a preferred study destination for prospective international students. I would appreciate your response to this invitation by October 26<sup>th</sup>, 2011.

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of Advanced Education by December 31, 2011. The Project Council will be asked to determine key priorities, identify potential project phasing options, determine roles and responsibilities, consider funding options (cost-recovery model), and identify key outcomes and a reporting framework for implementation of the International Education Strategy. In terms of a time commitment, it is expected that the Project Council will meet on a bi-weekly basis either in person or using alternate modes of communications if and where possible. Support for the Project Council will be provided by Ministry of Advanced Education staff.

I appreciate your attention to this government priority, and I look forward to hearing from you. If you have any questions, please do not hesitate to contact me.

Sincerely,

*Cheryl Wenezenki-Yolland, CMA, FCMA*

A/Deputy Minister  
Ministry of Advanced Education  
Province of British Columbia

Phone: (250) 356-5173

Email: [AVED.DeputyMinister@gov.bc.ca](mailto:AVED.DeputyMinister@gov.bc.ca)

**Molineux, Adam AVED:EX**

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Friday, November 11, 2011 1:13 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Automatic reply: Follow-up: International Education Project Council

Dear Colleague,

I am away from the office, returning on November 21, 2011. I will be checking my email regularly. If immediate assistance is required or the matter is urgent, please call or email Walter Buchanan at [walter.buchanan@ilsc.com](mailto:walter.buchanan@ilsc.com)

Many thanks...

Cheers!

## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Tuesday, November 22, 2011 11:05 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: International Education Project Council - follow-up

Hi Adam,

Thanks for your email and voice message. I do have time on the 28<sup>th</sup>. Does 11 AM work for you?

Let me know...

Cheers!

**Richard Novek**  
Director of Operations

**ILSC Education Group**  
Vancouver | Toronto | Montréal | New Delhi  
San Francisco | Brisbane | Sydney  
555 Richards Street, Vancouver, BC V6B 2Z5  
T: 604.689.9095 ext. 239 | F: 604.683.0771 |  
E: [richard.novek@ilsc.com](mailto:richard.novek@ilsc.com) [www.ilsc.com](http://www.ilsc.com)

S22



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**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]

**Sent:** November 22, 2011 10:55 AM

**To:** Richard Novek

**Subject:** International Education Project Council - follow-up

**Importance:** High

Richard:

I've committed to following up, individually, with every Project Council member, to further discuss potential actions to be included in the International Education Strategy. I'd appreciate the opportunity to come to your office to spend some time going over the discussion from the Project Council's last meeting, and getting your input on potential actions. Follow-up materials, including a summary of meeting 2, will be distributed shortly.

As mentioned in my phone message, I am currently available anytime on Monday, the 28<sup>th</sup>. Please let me know if this works for you.

Cheers,

**Adam Molineux, J.D. | A/ Director**  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

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Top of Form

Bottom of Form

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## Molineux, Adam AVED:EX

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**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Monday, December 5, 2011 11:31 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: INVITATION - International Education Project Council Teleconference

Works for me. Confirmed.

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** December 5, 2011 10:41 AM  
**To:** Molineux, Adam AVED:EX; Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; Richard Novek; 'Catherine Vertesi'; 'Mark Herringer'; 'psteenka@sfu.ca'; 'tsullivan@sd73.bc.ca'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'  
**Cc:** Cliff, Chris D AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Valentine, Lee CSCD:EX; Henning, Andrea CSCD:EX; 'Renaud@initiativespg.com'; 'David Karppinen'; 'Laura Stevenson'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Brown, Susan B AVED:EX; Laberge, Shelly A AVED:EX; Wenezenki-Yolland, Cheryl AVED:EX; 'robin.ciceri@rucbc.ca'; 'anna.rozario@rucbc.ca'; Foran, Grace E AVED:EX  
**Subject:** INVITATION - International Education Project Council Teleconference  
**Importance:** High

---

Good Morning:

To help ensure the International Education Strategy and its corresponding implementation plan are completed by December 31, 2011, an additional meeting of the Project Council has been scheduled to discuss roles and responsibilities.

This meeting will take place, via teleconference, on Friday, December 9<sup>th</sup> from 2:30-3:30pm. An agenda and supporting materials will be sent out prior to the meeting.

Please confirm your attendance as soon as possible.

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Tuesday, December 6, 2011 4:46 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: Meeting Invitation - International Education Strategy Discussion

Hi Adam,

Were you unable to get ahold of Julie Bradley from the BCCCA?

Many thanks...

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [mailto:Adam.Molineux@gov.bc.ca]  
**Sent:** December 6, 2011 1:58 PM  
**To:** 'kkirkpatrick@pctia.bc.ca'; 'guangwei\_ouyang@douglas.bc.ca'; 'dhooker@capilano.ca'; 'james.cohn@questu.ca'; 'sandra.schinnerl@kwantlen.ca'; 'vwojna@tru.ca'; 'karen.mckellin@ubc.ca'  
**Cc:** 'Catherine Vertesi'; Richard Novek; 'Laura Stevenson'  
**Subject:** Meeting Invitation - International Education Strategy Discussion  
**Importance:** High

Good Afternoon:

As part of the 'Canada Starts Here: The B.C. Jobs Plan' released in September 2011, the Province set a goal of increasing the number of international students by 50 per cent over four years. International students in B.C. currently generate 22,000 jobs and bring an estimated \$1.25 billion into the provincial economy. Each 10 per cent increase translates into an estimated 1,800 new jobs and a \$100-million boost to the provincial GDP.

To help finalize British Columbia's International Education Strategy, the Province has established an International Education Project Council, which brings together leaders from the education, business and government sectors. As part of the Project Council's activities, it is engaging with relevant stakeholders in order to discuss the development of international education in British Columbia.

As a result of your experience and expertise, you have been identified by the Project Council to participate in a 2-hour lunch meeting, led by Project Council Members Catherine Vertesi (Vice President, Capilano University) and Richard Novek (Director of Operations, ILSC Education Group), to discuss International Education in British Columbia. This meeting is scheduled for December 12, 2011 from 11:00am to 1:00pm at Capilano University (Library Building, Room 321). Lunch will be provided. If you are unable to participate in-person, teleconference details will be provided.

Please confirm your participation as soon as possible, and let us know of any specific dietary considerations, by e-mailing Ms. Laura Stevens at [lstevens@capilano.ca](mailto:lstevens@capilano.ca).

Sincerely,

Adam Molineux, J.D.  
A/Director, International Education  
Ministry of Advanced Education

AED-2012-00017  
Page 125

## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Tuesday, December 6, 2011 5:35 PM  
**To:** Molineux, Adam AVED:EX  
**Cc:** 'Executive Director'  
**Subject:** RE: Meeting Invitation - International Education Strategy Discussion

Hi Adam,

Here is her email address:

Julie Bradley: [execdirector@bccca.com](mailto:execdirector@bccca.com)

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** December 6, 2011 5:31 PM  
**To:** Richard Novek  
**Subject:** RE: Meeting Invitation - International Education Strategy Discussion

I'm still trying to track down her e-mail address, but didn't want that to delay me getting the invite out. I will call BCCCA tomorrow.

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

---

**From:** Richard Novek [<mailto:Richard.Novek@ILSC.com>]  
**Sent:** Tuesday, December 6, 2011 4:46 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: Meeting Invitation - International Education Strategy Discussion

Hi Adam,

Were you unable to get ahold of Julie Bradley from the BCCCA?

Many thanks...

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** December 6, 2011 1:58 PM  
**To:** 'kkirkpatrick@pctia.bc.ca'; 'guangwei\_ouyang@douglas.bc.ca'; 'dhooker@capilano.ca'; 'james.cohn@questu.ca'; 'sandra.schinnerl@kwantlen.ca'; 'vwojna@tru.ca'; 'karen.mckellin@ubc.ca'  
**Cc:** 'Catherine Vertesi'; Richard Novek; 'Laura Stevenson'

Importance: High

Good Afternoon:

As part of the 'Canada Starts Here: The B.C. Jobs Plan' released in September 2011, the Province set a goal of increasing the number of international students by 50 per cent over four years. International students in B.C. currently generate 22,000 jobs and bring an estimated \$1.25 billion into the provincial economy. Each 10 per cent increase translates into an estimated 1,800 new jobs and a \$100-million boost to the provincial GDP.

To help finalize British Columbia's International Education Strategy, the Province has established an International Education Project Council, which brings together leaders from the education, business and government sectors. As part of the Project Council's activities, it is engaging with relevant stakeholders in order to discuss the development of international education in British Columbia.

As a result of your experience and expertise, you have been identified by the Project Council to participate in a 2-hour lunch meeting, led by Project Council Members Catherine Vertesi (Vice President, Capilano University) and Richard Novek (Director of Operations, ILSC Education Group), to discuss International Education in British Columbia. This meeting is scheduled for December 12, 2011 from 11:00am to 1:00pm at Capilano University (Library Building, Room 321). Lunch will be provided. If you are unable to participate in-person, teleconference details will be provided.

Please confirm your participation as soon as possible, and let us know of any specific dietary considerations, by e-mailing Ms. Laura Stevens at [lstevens@capilanou.ca](mailto:lstevens@capilanou.ca).

Sincerely,

Adam Molineux, J.D.  
A/Director, International Education  
Ministry of Advanced Education

## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Thursday, December 8, 2011 5:04 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: International Education Project Council - Meeting 3 follow-up

I will attend in Victoria on the 14<sup>th</sup>.

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [mailto:Adam.Molineux@gov.bc.ca]  
**Sent:** December 6, 2011 7:12 PM  
**To:** Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; 'psteenka@sfu.ca'; 'tsullivan@sd73.bc.ca'; Richard Novek; 'Catherine Vertesi'; 'Mark Herringer'; 'Claudio Rezende Lucarevschi'; 'sudheer kodavati'; Wenezenki-Yolland, Cheryl AVED:EX  
**Cc:** Cliff, Chris D AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Valentine, Lee CSCD:EX; Henning, Andrea CSCD:EX; 'Renaud@initiativespg.com'; 'David Karppinen'; 'Laura Stevenson'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Brown, Susan B AVED:EX; Laberge, Shelly A AVED:EX; 'robin.ciceri@rucbc.ca'; 'anna.rozario@rucbc.ca'; Foran, Grace E AVED:EX; 'Sylvia Wong Patey'; Galbraith, David J CSCD:EX; Van Ek, Christie CSCD:EX  
**Subject:** International Education Project Council - Meeting 3 follow-up

Good Evening:

Thank you for attending the last meeting of the International Education Project Council on November 30<sup>th</sup>, 2011. Following our scheduled teleconference on December 9 (2:30-3:30), the next meeting of the International Education Project Council is scheduled for December 14 from 10:00am – 12:00pm in Victoria, BC. Please confirm your participation as soon as possible.

Attached to this e-mail are the following documents, for your review:

1. Revised Strategy Document;
2. Suggested Definition of "Internationalization"
3. Information on the approval process for BC Offshore Schools
4. Information on International Education strategies undertaken in other jurisdictions
5. Projected Job Openings, by Region
6. Summary of International Education Project Council Meeting 3

If you have any questions concerning this documentation, please let me know.

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)



## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Thursday, December 22, 2011 10:27 AM  
**To:** Molineux, Adam AVED:EX; Gorman, James EDUC:EX; 'McEwan, Tim'; 'Don Wright'; 'Catherine Vertesi'; 'Mark Herringer'; 'tsullivan@sd73.bc.ca'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'; 'psteenka@sfu.ca'; Galbraith, David J CSCD:EX; Carroll, Sandra JTI:EX; Carter, Chris A JTI:EX  
**Cc:** Wenezenki-Yolland, Cheryl AVED:EX; Brown, Susan B AVED:EX; MacKenzie, Lori AVED:EX; Baines, Susan A EDUC:EX; Fast, Don CSCD:EX; Hayden, Dana JTI:EX; Fekete, Renee JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Valentine, Lee CSCD:EX; Van Ek, Christie CSCD:EX; 'Renaud, Dustin'; 'David Karppinen'; 'Laura Stevenson'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Paulson, Aleesa JTI:EX; 'Sylvia Wong patey'; Cliff, Chris D AVED:EX  
**Subject:** RE: International Education - Draft Document for Review

Hi Adam,

Some Additional comments on the Document:

S13

All for now.

Enjoy your Holidays!

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [mailto:Adam.Molineux@gov.bc.ca]

**Sent:** December 21, 2011 5:38 PM

**To:** Gorman, James EDUC:EX; 'McEwan, Tim'; 'Don Wright'; Richard Novek; 'Catherine Vertesi'; 'Mark Herringer'; 'tsullivan@sd73.bc.ca'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'; 'psteenka@sfu.ca'; Galbraith, David J CSCD:EX; Carroll, Sandra JTI:EX; Carter, Chris A JTI:EX

**Cc:** Wenezenki-Yolland, Cheryl AVED:EX; Brown, Susan B AVED:EX; MacKenzie, Lori AVED:EX; Baines, Susan A

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Susan A EDUC:EX; Valentine, Lee CSCD:EX; van Ek, Christie CSCD:EX; Renaud, Dustin ; David Karppinen ; Laura Stevenson'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Paulson, Aleesa JTI:EX; 'Sylvia Wong patey'; Cliff, Chris D AVED:EX

**Subject:** International Education - Draft Document for Review

**Importance:** High

Good Evening:

Please find attached a draft copy, for your review, of the International Education Project Council's report to the Minister of Advanced Education. As previously discussed, the finalized document is to be provided to the Minister of Advanced Education by December 31. For this reason, I have scheduled one-on-one meetings with all Project Council members over the next two days, to identify any requested changes to the document. Once I have incorporated all suggestions, I will provide all Project Council members with a revised copy of the document.

I look forward to receiving your feedback on this document over the next two days. If you have any questions prior to our one-on-one discussion, please let me know.

Sincerely,

**Adam Molineux, J.D.** | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Thursday, December 29, 2011 9:54 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: RUSH: Final IE Strategy for Approval  
**Attachments:** IE Strategy - Draft Dec 29a1.docx

Here's the doc with page 6 fixed. Took just a couple of minutes and it's a quiet day.

Have a great New Year!

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** December 29, 2011 9:45 AM  
**To:** Richard Novek  
**Subject:** RE: RUSH: Final IE Strategy for Approval

Thanks Richard. I'll have someone with more technical proficiency than me fix that today.

Happy New Year.

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

---

**From:** Richard Novek [<mailto:Richard.Novek@ILSC.com>]  
**Sent:** Thursday, December 29, 2011 9:44 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: RUSH: Final IE Strategy for Approval

Looks pretty much as we left it last week and I'm happy with the results. Page 6 still prints with a small part of the boxes on the left margin cut off. Easy enough to fix. If you like, I can do it for you.

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** December 29, 2011 9:07 AM  
**To:** Richard Novek  
**Subject:** RUSH: Final IE Strategy for Approval  
**Importance:** High

Richard:

requests conflicted). The Ministry is giving it a scrub for grammar today, but the substance won't change. If you have any substantial requests or concerns, please let me know. Otherwise, this report will be sent up to the Minister at end-of-day Friday (tomorrow).

Thanks again for your assistance. I look forward to working with you in the New Year.

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Wednesday, February 1, 2012 2:45 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: INVITATION - International Education Project Council Meeting - February 6th - 2:00-4:00pm

I will attend in person.

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** February 1, 2012 2:16 PM  
**To:** Wenezenki-Yolland, Cheryl AVED:EX; Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; Richard Novek; 'Catherine Vertesi'; 'Mark Herringer'; 'psteenka@sfu.ca'; 'Terrence Sullivan'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'  
**Cc:** Berkes, Andrea AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Langton, Heather EDUC:EX; Baines, Susan A EDUC:EX; Pridmore, Kerry EDUC:EX; Galbraith, David J CSCD:EX; Valentine, Lee CSCD:EX; Van Ek, Christie CSCD:EX; 'Renaud, Dustin'; 'David Karppinen'; 'Sharon Larade'; 'dheyman@sd73.bc.ca'; Foran, Grace E AVED:EX; Minty, Dawn M AVED:EX; Adams, Felicity A. AVED:EX  
**Subject:** INVITATION - International Education Project Council Meeting - February 6th - 2:00-4:00pm  
**Importance:** High

Good Afternoon:

You're invited to attend a meeting of the International Education Project Council on Monday, February 6, from 2:00pm – 4:00pm. This meeting will take place at the Ministry of Advanced Education in Victoria (Room 326, 835 Humboldt Street) and will be focused on discussing potential funding models for the Strategy and the future of the International Education Project Council. If you are unable to attend in-person, teleconference details are included on the attached agenda.

Please confirm your attendance as soon as possible.

Sincerely,

**Adam Molineux, J.D.** | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

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**From:** Richard Novek [Richard.Novek@ILSC.com]  
**Sent:** Monday, February 20, 2012 3:27 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** RE: Invitation - March 8, 10:30am - 12:30pm - International Education Project Council

I will attend.

Cheers!

Richard Novek  
Director of Operations  
**ILSC Education Group**  
T: 604-689-9095

---

**From:** Molineux, Adam AVED:EX [<mailto:Adam.Molineux@gov.bc.ca>]  
**Sent:** February 20, 2012 9:04 AM  
**To:** Wenezeki-Yolland, Cheryl AVED:EX; Hayden, Dana JTI:EX; Gorman, James EDUC:EX; Fast, Don CSCD:EX; 'McEwan, Tim'; 'Don Wright'; Richard Novek; 'Catherine Vertesi'; 'Mark Herringer'; 'psteenka@sfu.ca'; 'Terrence Sullivan'; 'Claudio Rezende Lucarevski'; 'sudheer kodavati'  
**Cc:** Berkes, Andrea AVED:EX; Foran, Grace E AVED:EX; Fekete, Renee JTI:EX; Carter, Chris A JTI:EX; Baines, Susan A EDUC:EX; Langton, Heather EDUC:EX; Galbraith, David J CSCD:EX; Van Ek, Christie CSCD:EX; Valentine, Lee CSCD:EX; 'Renaud, Dustin'; 'David Karppinen'; 'cmelling@capilanou.ca'; 'Sharon Larade'; 'Sylvia Wong Patey'; 'Dana Heyman'; Larson, Janice AVED:EX; Laberge, Shelly A AVED:EX  
**Subject:** Invitation - March 8, 10:30am - 12:30pm - International Education Project Council

Good Morning:

The next meeting of the International Education Project Council is scheduled for March 8 from 10:30am – 12:30pm. This meeting will be held in Boardroom 326 at the Ministry of Advanced Education in Victoria, B.C. (835 Humboldt St.) The meeting agenda and a summary of the last Project Council discussion will be distributed prior to this meeting.

Please confirm whether you will be able to attend. If you are unable to attend in person, teleconferencing will be available.

Sincerely,

Adam Molineux, J.D. | A/ Director  
International Education  
Ministry of Advanced Education | Province of British Columbia  
p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Philip Steenkamp [psteenka@sfu.ca]  
**Sent:** Thursday, December 1, 2011 5:29 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: International Education Document

Thanks. Good job yesterday btw.

Philip Steenkamp, PhD  
Vice President, External Relations  
Simon Fraser University  
Strand Hall 3200  
8888 University Drive  
Burnaby, BC Canada V5A 1S6  
T 778.782.9328  
F 778.782.4860

----- Original Message -----

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "psteenka@sfu.ca" <psteenka@sfu.ca>  
**Sent:** Thursday, December 1, 2011 5:26:30 PM  
**Subject:** International Education Document

Philip:

Apologies for my delayed response to your request for an electronic copy of the document we reviewed yesterday. This document is now attached. My hope was to provide you with the revised document (based upon input from the project council), however, we haven't been able to finalize all changes yet. I hope to bring you a copy on Tuesday.

Cheers,

Adam Molineux, J.D. | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Philip Steenkamp [psteenka@sfu.ca]  
**Sent:** Wednesday, December 7, 2011 8:45 PM  
**To:** Molineux, Adam AVED:EX  
**Cc:** 'Sylvia Wong Patey'  
**Subject:** Re: HELP REQUEST - International Education Document

**Importance:** High

Adam,

This looks pretty good to me. I think BCCIE will have a broader sense of their role, but I think institutions will be OK with the roles as described. The only area that may require some further discussion is what role government would have in facilitating inter-institutional partnerships.

Philip

On Dec 7, 2011, at 4:13 PM, Molineux, Adam AVED:EX wrote:

Philip:

It has been requested that I ask for your comments on the attached document (red-flags, omissions, etc). It is a hand-out that we plan to distribute to the Project Council tomorrow, in preparation for Friday's teleconference concerning roles & responsibilities. Please let me know if you can help with a quick review of the document. Apologies for the short-notice. My understanding is that it is similar to a document that you have previously reviewed.

Sincerely,

**Adam Molineux, J.D.** | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

<Roles & Responsibilities Handout.doc>



## Molineux, Adam AVED:EX

---

**From:** Philip Steenkamp [psteenka@sfu.ca]  
**Sent:** Saturday, December 17, 2011 9:03 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: Meeting Request re. International Education Strategy

9am would work

Philip Steenkamp, PhD  
Vice President, External Relations  
Simon Fraser University  
Strand Hall 3200  
8888 University Drive  
Burnaby, BC Canada V5A 1S6  
T 778.782.9328  
F 778.782.4860

----- Original Message -----

**From:** "Adam AVED:EX Molineux" <Adam.Molineux@gov.bc.ca>  
**To:** "Philip Steenkamp" <psteenka@sfu.ca>  
**Sent:** Friday, 16 December, 2011 15:55:15  
**Subject:** RE: Meeting Request re. International Education Strategy

Thursday morning (as early as you want) works for me. Just let me know what time as my calendar is completely open right now. Also, I assume an hour would work in regards to timeframe.

Adam Molineux, J.D. | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

**From:** Philip Steenkamp [<mailto:psteenka@sfu.ca>]  
**Sent:** Friday, December 16, 2011 3:55 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: Meeting Request re. International Education Strategy  
**Importance:** High

Can we do late Wednesday or early Thursday morning?

Thanks

On 16-Dec-11, at 3:51 PM, Molineux, Adam AVED:EX wrote:

Philip:

Our internal plan is to distribute the draft strategy to Project Council members on Wednesday. For this reason, I would like to arrange a call with you on Thursday or Friday to discuss your comments and concerns. Please let me know what time works best for you.

Adam Molineux, J.D. | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

## Molineux, Adam AVED:EX

---

**From:** Philip Steenkamp [psteenka@sfu.ca]  
**Sent:** Monday, December 19, 2011 9:15 AM  
**To:** Molineux, Adam AVED:EX  
**Cc:** Sylvia Wong patey  
**Subject:** Re: Meeting Request re. International Education Strategy

Yes that's fine

Sent from my iPad

On Dec 19, 2011, at 8:38 AM, "Molineux, Adam AVED:EX" <[Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)> wrote:

> Philip:

>

> Could we make it at 8:30, as someone else has indicated 9:30 was the only time they had available. If this doesn't work for you, we'll have to move it to end-of-day, Wednesday.

>

>

> Adam Molineux, J.D. | A/ Director

> International Education

> Ministry of Advanced Education | Province of British Columbia

> p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

>

>

> -----Original Message-----

> From: Philip Steenkamp [<mailto:psteenka@sfu.ca>]

> Sent: Saturday, December 17, 2011 9:03 AM

> To: Molineux, Adam AVED:EX

> Subject: Re: Meeting Request re. International Education Strategy

>

> 9am would work

>

> Philip Steenkamp, PhD

> Vice President, External Relations

> Simon Fraser University

> Strand Hall 3200

> 8888 University Drive

> Burnaby, BC Canada V5A 1S6

> T 778.782.9328

> F 778.782.4860

>

>

>

> ----- Original Message -----

> From: "Adam AVED:EX Molineux" <[Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)>

> To: "Philip Steenkamp" <[psteenka@sfu.ca](mailto:psteenka@sfu.ca)>

> Sent: Friday, 16 December, 2011 15:55:15

> Subject: RE: Meeting Request re. International Education Strategy

>

>

>

>

> Thursday morning (as early as you want) works for me. Just let me know what time as my calendar is completely open right now. Also, I assume an hour would work in regards to timeframe.

>

>

>

> Adam Molineux, J.D. | A/ Director  
>  
> International Education  
>  
> Ministry of Advanced Education | Province of British Columbia  
>  
> p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)  
>  
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>  
> From: Philip Steenkamp [<mailto:psteenka@sfu.ca>]  
> Sent: Friday, December 16, 2011 3:55 PM  
> To: Molineux, Adam AVED:EX  
> Subject: Re: Meeting Request re. International Education Strategy  
> Importance: High  
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> Can we do late Wednesday or early Thursday morning?  
>  
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>

> Thanks  
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> On 16-Dec-11, at 3:51 PM, Molineux, Adam AVED:EX wrote:  
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> Philip:  
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> Our internal plan is to distribute the draft strategy to Project Council members on Wednesday. For this reason, I would like to arrange a call with you on Thursday or Friday to discuss your comments and concerns. Please let me know what time works best for you.  
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>  
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>  
>  
>

> Adam Molineux, J.D. | A/ Director  
>  
>  
> International Education  
>  
>  
> Ministry of Advanced Education | Province of British Columbia  
>

## Molineux, Adam AVED:EX

---

**From:** Philip Steenkamp [psteenka@sfu.ca]  
**Sent:** Thursday, December 22, 2011 8:05 AM  
**To:** Molineux, Adam AVED:EX  
**Subject:** Re: International Education - Draft Document for Review

Adam can you call me at S22 at 830am

Philip

Sent from my iPhone

On Dec 21, 2011, at 5:40 PM, "Molineux, Adam AVED:EX" <[Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)> wrote:

Good Evening:

Please find attached a draft copy, for your review, of the International Education Project Council's report to the Minister of Advanced Education. As previously discussed, the finalized document is to be provided to the Minister of Advanced Education by December 31. For this reason, I have scheduled one-on-one meetings with all Project Council members over the next two days, to identify any requested changes to the document. Once I have incorporated all suggestions, I will provide all Project Council members with a revised copy of the document.

I look forward to receiving your feedback on this document over the next two days. If you have any questions prior to our one-on-one discussion, please let me know.

Sincerely,

**Adam Molineux, J.D.** | A/ Director

International Education

Ministry of Advanced Education | Province of British Columbia

p: 250.387.2594 | e: [Adam.Molineux@gov.bc.ca](mailto:Adam.Molineux@gov.bc.ca)

<Draft Report of the International Education Project Council - December 21.docx>

**Molineux, Adam AVED:EX**

---

**From:** Nell Hodges [Nell.Hodges@rucbc.ca]  
**Sent:** Wednesday, December 14, 2011 4:22 PM  
**To:** Molineux, Adam AVED:EX  
**Subject:** FW: International Students  
**Attachments:** International Student Question Summary - Dec 13 -3PM.docx

Hi Adam,

I am forwarding the information we have gathered from the research universities with regard to international students.

Please advise if you have any questions.

Thanks.

Nell

# FW: FROM BC COLLEGES: International Education Project Council - BCC

Thursday, February 23, 2012  
3:24 PM

|         |   |
|---------|---|
| Subject | FW: FROM BC COLLEGES: International Education Project Council - BCC |
| From    | McConnan, Kelly AVED:EX   |
| To      | Molineux, Adam AVED:EX  |
| Cc      | Chow, David K AVED:EX; Brucker, Laurie AVED:EX                      |
| Sent    | Tuesday, October 18, 2011 12:27 PM                                  |

FYI

**From:** Cliff, Chris D AVED:EX  
**Sent:** Tuesday, October 18, 2011 12:11 PM  
**To:** Brown, Susan B AVED:EX  
**Cc:** Laberge, Shelly A AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** FROM BC COLLEGES: International Education Project Council - BCC

FYI.....

*Chris Cliff, Senior Executive Assistant*

**From:** Judy Kelly [<mailto:judy@bcccolleges.ca>]  
**Sent:** Tuesday, October 18, 2011 12:08 PM  
**To:** Wenezenki-Yolland, Cheryl AVED:EX  
**Cc:** Jim Reed; Cliff, Chris D AVED:EX  
**Subject:** International Education Project Council - BCC

Further to your email, requesting a representative from the public post secondary sector (vocational/trades training) to sit on the International Education Project Council, we are submitting the name of Mark Herring, from North Island College (NIC).

Mark is the Executive Director of International Education and is a full member of NIC's Senior Leadership Team. As you are aware, NIC is a college that is heavily involved in vocational and trades training. Prior to his joining the NIC team, he was Director/Manager of International Marketing and Recruiting at VIU and Malaspina High School. He also held the position of Manager with BCCIE and has held Director/Manager positions in International Education in Thailand and Japan.

Mark's contact information is as follows:  
Mark Herring  
[Mark.herringer@nic.bc.ca](mailto:Mark.herringer@nic.bc.ca)  
250-334-5036

If we can provide further assistance in this matter, please don't hesitate to call our office. Thank you.

Judy

Judy Kelly, Executive Assistant to the President  
BC Colleges | 250-595-4866 | 101-1124 Fort Street | Victoria BC V8V 3K8 | [www.bccolleges.ca](http://www.bccolleges.ca)

# FW: International Education Project Council

Thursday, February 23, 2012  
3:25 PM

|         |   |
|---------|---|
| Subject | FW: International Education Project Council |
| From    | McConnan, Kelly AVED:EX                     |
| To      | Chow, David K AVED:EX                       |
| Cc      | Molineux, Adam AVED:EX                      |
| Sent    | Monday, October 17, 2011 9:36 AM            |

Can you please save these somewhere?

Thanks!

-----Original Message-----

From: Brown, Susan B AVED:EX  
Sent: Monday, October 17, 2011 9:25 AM  
To: McConnan, Kelly AVED:EX; Molineux, Adam AVED:EX  
Subject: FW: International Education Project Council

FYI - please keep a record of responses

Susan Brown

Executive Director, Research Universities and Health Programs Ministry of Advanced Education  
Phone: (250) 387-6193  
Fax: (250) 356-8851

-----Original Message-----

From: Wenezenki-Yolland, Cheryl AVED:EX  
Sent: Monday, October 17, 2011 8:27 AM  
To: Michael Stevenson  
Cc: catherinev@vertesi.com  
Subject: Re: International Education Project Council

Michael,

Thank-you for your timely response. I appreciate the previous discussions we had at the board and still thought it appropriate to provide a formal request to BCCIE'S for their participation in this important leadership group.

I appreciate your recommendation of Catherine and agree with your suggestion. In this case I will ask that Catherine confirm her willingness to represent BCCIE'S in this regard.

Sincerely, Cheryl

Cheryl Wenezenki-Yolland  
Advanced Education

On 2011-10-16, at 5:29 PM, "Michael Stevenson" <stevensn@sfu.ca> wrote:



# FW: International Education Project Council

Thursday, February 23, 2012  
3:25 PM

|         |   |
|---------|---|
| Subject | FW: International Education Project Council |
| From    | McConnan, Kelly AVED:EX                     |
| To      | Molineux, Adam AVED:EX                      |
| Cc      | Chow, David K AVED:EX                       |
| Sent    | Tuesday, October 18, 2011 1:59 PM           |

FYI

---

From: Cliff, Chris D AVED:EX On Behalf Of Wenezenki-Yolland, Cheryl AVED:EX  
Sent: Tuesday, October 18, 2011 1:08 PM  
To: 'don\_wright@bcit.ca'  
Cc: Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
Subject: International Education Project Council

Dear Don,

Thank you for your e-mail of October 15 and congratulations on your appointment to the expert advisory panel to Canada's International Education Strategy.

As you are aware, the Government of British Columbia has announced plans to develop an International Education Strategy to be finalized by Winter 2011. A critical component of advancing the strategy is the establishment of an International Education Project Council. The Project Council will bring representatives from across British Columbia's education sector together with key government partners, business and students in order to promote our province as a global hub for international education, and advance and support the objectives of the International Education Strategy.

I would like to invite you to participate as an ex officio member of the Project Council. Your perspective, knowledge, and experience as it relates to international education and the important link with your work on the recent announced federal government's expert advisory panel for Canada's International Education Strategy will be invaluable as BC advances work on its strategy and move towards its implementation. I would appreciate your response to this invitation by October 20th, 2011.

The purpose of the Project Council is to develop and finalize an implementation plan to be provided to the Minister of Advanced Education by December 31, 2011.

S13

S13

S13 In terms of a time commitment, it is expected that the Project Council will meet on a bi-weekly basis either in person or using alternate modes of communications if and where possible. Support for the Project Council will be provided by Ministry of Advanced Education staff.

I appreciate your attention to this government priority, and I look forward to working with you on the Project Council. If you have any questions, please do not hesitate to contact me.

Sincerely,

Cheryl Wenezenki-Yolland, CMA, FCMA  
Acting Deputy Minister  
Ministry of Advanced Education  
250 356-5173

# FW: International Education Project Council

Thursday, February 23, 2012  
3:25 PM

|         |   |
|---------|---|
| Subject | FW: International Education Project Council |
| From    | McConnan, Kelly AVED:EX                     |
| To      | Chow, David K AVED:EX                       |
| Cc      | Molineux, Adam AVED:EX                      |
| Sent    | Tuesday, October 18, 2011 3:04 PM           |

David – can you please prepare a response for Cheryl to send to Jock. Think we could indicate that we hope to have the first mtg October 27<sup>th</sup>, biweekly after that and include the ToR. The email invite basically highlights the rest. Not sure if we have a sense of time commitment outside of meetings? What about discussion tables – presumably the whole Council would need not necessarily be present.

Other thoughts Adam??

**From:** Brown, Susan B AVED:EX  
**Sent:** Tuesday, October 18, 2011 2:41 PM  
**To:** Wenezenki-Yolland, Cheryl AVED:EX  
**Cc:** Minty, Dawn M ALMD:EX; Cliff, Chris D AVED:EX; Molineux, Adam AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** RE: International Education Project Council

Yes – absolutely, we'll prepare a quick response.

Susan Brown  
Executive Director, Research Universities and Health Programs  
Ministry of Advanced Education  
Phone: (250) 387-6193  
Fax: (250) 356-8851

**From:** Wenezenki-Yolland, Cheryl AVED:EX  
**Sent:** Tuesday, October 18, 2011 2:33 PM  
**To:** Brown, Susan B AVED:EX  
**Cc:** Minty, Dawn M ALMD:EX; Cliff, Chris D AVED:EX  
**Subject:** FW: International Education Project Council

Susan,

Can you draft a quick response Jock's enquire re – time etc.

Perhaps we can send him the draft TOR for the Council and lay out a few dates, etc.

Thanks  
Cheryl

**From:** Jock Finlayson [mailto:[jock.finlayson@bccbc.com](mailto:jock.finlayson@bccbc.com)]  
**Sent:** Tuesday, October 18, 2011 2:30 PM  
**To:** Wenezenki-Yolland, Cheryl AVED:EX  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** RE: International Education Project Council

Good afternoon Cheryl. Thanks for the invitation to be part of this Project Council. Before accepting, I need more details on the number (and dates) of any meetings and the overall work load associated with the ambitious time frame set for the Council to complete its report. I will be away from the province for a good part of December, so I need to be cautious about accepting new commitments in this period.

Thank-you.

Jock Finlayson  
Executive Vice President and Chief Policy Officer  
Business Council of British Columbia

**From:** Cliff, Chris D AVED:EX [<mailto:Chris.Cliff@gov.bc.ca>] **On Behalf Of** Wenezenki-Yolland, Cheryl AVED:EX  
**Sent:** Friday, October 14, 2011 5:15 PM  
**To:** Jock Finlayson  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** International Education Project Council

Dear Jock Finlayson,

As you are aware, the Government of British Columbia has announced plans to develop an International Education Strategy to be finalized by Winter 2011. A critical component of advancing the strategy is the establishment of an International Education Project Council. The Project Council will bring representatives from across British Columbia's education sector together with key government partners, business and students in order to promote our province as a global hub for international education, and advance and support the objectives of the International Education Strategy.

I would like to invite you to participate as a member of the Project Council. Your perspective, knowledge, and experience will be invaluable as we advance work on the strategy and move towards its implementation. I would appreciate your response to this invitation by October 18<sup>th</sup>, 2011.

The purpose of the Project Council is to develop and finalize an implementation plan to be provided to the Minister of Advanced Education by December 31, 2011. The Project Council will be asked to determine key priorities, identify potential project phasing options, determine roles and responsibilities, consider funding options (cost-recovery model), and identify key outcomes and a reporting framework for implementation of the International Education Strategy. In terms of a time commitment, it is expected that the Project Council will meet on a bi-weekly basis either in person or using alternate modes of communications if and where possible. Support for the Project Council will be provided by Ministry of Advanced Education staff.

I appreciate your attention to this government priority, and I look forward to working with you on the Project Council. If you have any questions, please do not hesitate to contact me.

*Cheryl Wenezenki-Yolland, CMA, FCMA*  
Acting Deputy Minister  
Ministry of Advanced Education  
250 356-5173

# FW: International Education Project Council

Thursday, February 23, 2012  
3:25 PM

|         |  |
|---------|--|
| Subject | FW: International Education Project Council                            |
| From    | McConnan, Kelly AVED:EX  |
| To      | Molineux, Adam AVED:EX; Chow, David K AVED:EX; Brucker, Laurie AVED:EX |
| Sent    | Tuesday, October 18, 2011 4:07 PM                                      |

FYI

**From:** Jim Reed [<mailto:jimreed@bccolleges.ca>]  
**Sent:** Tuesday, October 18, 2011 3:52 PM  
**To:** 'Ruth Wittenberg'; Wenezenki-Yolland, Cheryl AVED:EX; 'Robin Ciceri'  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** RE: International Education Project Council

I support the nominations from BCAIU and RUCBC

Jim Reed

Jim Reed, President  
BC Colleges | 250-595-4866 | 101-1124 Fort Street | Victoria BC V8V 3K8 | [www.bccolleges.ca](http://www.bccolleges.ca)

**From:** Ruth Wittenberg [<mailto:Ruth.Wittenberg@ufv.ca>]  
**Sent:** Tuesday, October 18, 2011 2:57 PM  
**To:** Wenezenki-Yolland, Cheryl AVED:EX; 'Robin Ciceri'; 'Jim Reed'  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** RE: International Education Project Council

Cheryl, I support the nominations that have come in from RUCBC and BCC.

**Ruth Wittenberg**  
President, BC Association of Institutes and Universities  
Suite 222, 645 Fort St, Victoria V8W 1G2  
Tel: 250 940 1142 | Cell: 250 217 6345 | Fax: 250 940 1150  
Email: [ruth.wittenberg@ufv.ca](mailto:ruth.wittenberg@ufv.ca) | [www.bcaiu.com](http://www.bcaiu.com)

**From:** Cliff, Chris D AVED:EX [<mailto:Chris.Cliff@gov.bc.ca>] **On Behalf Of** Wenezenki-Yolland, Cheryl AVED:EX  
**Sent:** October-14-11 5:06 PM  
**To:** 'Robin Ciceri'; Ruth Wittenberg; 'Jim Reed'  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** International Education Project Council

Dear Robin, Ruth, and Jim,

As you are aware, the Government of British Columbia has announced plans to develop an International Education Strategy to be finalized by Winter 2011. A critical component of advancing the strategy is the establishment of an International Education Project Council. The Project Council will bring representatives from across British Columbia's education sector together with key government partners, business and students in order to promote our province as a global hub for international education, and advance and support the objectives of

the International Education Strategy.

The purpose of the Project Council will be to develop and finalize an implementation plan to be provided to the Minister of Advanced Education by December 31, 2011. Given the tight timelines, we are moving quickly to establish the Project Council and identify its membership. We will be arranging the first meeting of the Project Council for later this month.

I am writing to ask for your assistance in identifying representatives from the public post-secondary institutions to participate on the Project Council. Specifically, I am asking you to coordinate between your offices and nominate two international education experts to be members of the Project Council, one representing vocational/trades training and the other representing undergraduate/graduate studies. Your nominees should be the senior lead responsible for international education at their respective institutions. **I ask that you forward the names of your nominees by October 18<sup>th</sup>, 2011.**

S13

S13            In terms of a time commitment, it is expected that the Project Council will meet on a bi-weekly basis either in person or using alternate modes of communications if and where possible. Support for the Project Council will be provided by the Ministry of Advanced Education staff.

I appreciate your attention to this government priority, and I look forward to working with your two representatives on the Project Council. If you have any questions, please do not hesitate to contact me.

*Cheryl Wenezenki-Yolland, CMA, FCMA*  
Acting Deputy Minister  
Ministry of Advanced Education  
250 356-5173

# FW: International Education Project Council

Thursday, February 23, 2012  
3:25 PM

|         |  |
|---------|--|
| Subject | FW: International Education Project Council                            |
| From    | McConnan, Kelly AVED:EX  |
| To      | Molineux, Adam AVED:EX; Chow, David K AVED:EX; Brucker, Laurie AVED:EX |
| Sent    | Tuesday, October 18, 2011 4:07 PM                                      |

Not surprising...and really great news!

**From:** Robin Ciceri [<mailto:Robin.Ciceri@rucbc.ca>]  
**Sent:** Tuesday, October 18, 2011 4:06 PM  
**To:** jimreed@bcccolleges.ca; Ruth.Wittenberg@ufv.ca; Wenezenki-Yolland, Cheryl AVED:EX  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** Re: International Education Project Council

Hello, All. We have conferred and would like to put forward Philip Steenkamp as the representative for undergraduate/graduate. Thanks very much,

Robin

**From:** Jim Reed [<mailto:jimreed@bcccolleges.ca>]  
**Sent:** Tuesday, October 18, 2011 03:51 PM  
**To:** 'Ruth Wittenberg' <Ruth.Wittenberg@ufv.ca>; 'Wenezenki-Yolland, Cheryl AVED:EX' <Cheryl.WenezenkiYolland@gov.bc.ca>; Robin Ciceri  
**Cc:** 'Brown, Susan B AVED:EX' <Susan.B.Brown@gov.bc.ca>; 'McConnan, Kelly AVED:EX' <Kelly.McConnan@gov.bc.ca>  
**Subject:** RE: International Education Project Council

I support the nominations from BCAIU and RUCBC

Jim Reed

Jim Reed, President  
BC Colleges | 250-595-4866 | 101-1124 Fort Street | Victoria BC V8V 3K8 | [www.bccolleges.ca](http://www.bccolleges.ca)

**From:** Ruth Wittenberg [<mailto:Ruth.Wittenberg@ufv.ca>]  
**Sent:** Tuesday, October 18, 2011 2:57 PM  
**To:** Wenezenki-Yolland, Cheryl AVED:EX; 'Robin Ciceri'; 'Jim Reed'  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** RE: International Education Project Council

Cheryl, I support the nominations that have come in from RUCBC and BCC.

**Ruth Wittenberg**  
President, BC Association of Institutes and Universities  
Suite 222, 645 Fort St, Victoria V8W 1G2  
Tel: 250 940 1142 | Cell: S22 | Fax: 250 940 1150  
Email: [ruth.wittenberg@ufv.ca](mailto:ruth.wittenberg@ufv.ca) | [www.bcaiu.com](http://www.bcaiu.com)

**From:** Cliff, Chris D AVED:EX [<mailto:Chris.Cliff@gov.bc.ca>] **On Behalf Of** Wenezenki-Yolland, Cheryl AVED:EX  
**Sent:** October-14-11 5:06 PM

**To:** 'Robin Ciceri'; Ruth Wittenberg; 'Jim Reed'  
**Cc:** Brown, Susan B AVED:EX; McConnan, Kelly AVED:EX  
**Subject:** International Education Project Council

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S13

S13            In terms of a time commitment, it is expected that the Project Council will meet on a bi-weekly basis either in person or using alternate modes of communications if and where possible. Support for the Project Council will be provided by the Ministry of Advanced Education staff.

I appreciate your attention to this government priority, and I look forward to working with your two representatives on the Project Council. If you have any questions, please do not hesitate to contact me.

*Cheryl Wenezenki-Yolland, CMA, FCMA*  
Acting Deputy Minister  
Ministry of Advanced Education  
250 356-5173





EXTERNAL RELATIONS

2100 STRAND HALL  
8888 UNIVERSITY DRIVE  
BURNABY, BC V5A 1S6  
CANADA

t: 778.782.5218  
f: 778.782.5235

e: sylvia\_wong\_patey@sfu.ca

Research Universities and Health  
Programs Branch  
FEB 10 2012  
Ministry of Advanced Education

February 7, 2012

Mr. Adam Molineux  
Acting Director, International Education  
Ministry of Advanced Education  
PO Box 9162 Stn Prov Govt  
Victoria, BC V8W 9H8

Re: International Education Project Council Meetings - Travel Expense Claim

Dear Adam,

Please find enclosed a travel expense claim and accompanying receipts for the International Education Project Council meetings Philip Steenkamp had attended. Should you have any questions or need clarification on the expenses incurred, please do not hesitate to contact me on 778.782.5218.

Sincerely,

Sylvia Wong Patey

enclosure

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[illegible]  
[illegible]  
[illegible]

# International Education Project Council - Membership Contact List

| Contact Name  | Contact Phone/E-mail                       |
|---|--|
| Dr. Don Wright, President<br>BC Institute of Technology<br>3700 Willingdon Avenue<br>Burnaby BC V5G 3H2   | (604) 432-8200<br>Don_Wright@bcit.ca       |
| James Gorman, Deputy Minister<br>Ministry of Education<br>PO Box 9179, Stn Prov Govt,<br>Victoria BC V8W9 H8  | (250) 356-1234<br>James.Gorman@gov.bc.ca   |
| Dana Hayden, Deputy Minister<br>Ministry of Jobs, Tourism and Innovation<br>PO Box 9846 Stn Prov Govt<br>Victoria BC V8W9T2   | (250) 952-0103<br>Dana.Hayden@gov.bc.ca    |
| Don Fast, Deputy Minister<br>Ministry of Community, Sport and Cultural<br>Development<br>PO Box 9490 Stn Prov Govt<br>Victoria BC V8W 9N7   | (250) 387-4104<br>Don.Fast@gov.bc.ca       |
| Catherine Vertesi, Vice-President Education,<br>International & Management Programs<br>Capilano University<br>2055 Purcell Way<br>North Vancouver BC V7J 3H5<br><br>(Board Member, BCCIE) | (604) 984-4994<br>cvertesi@capilanou.ca    |
| Mark Herringer, Executive Director of<br>International Education<br>North Island College<br>2300 Ryan Rd<br>Courtenay BC V9N 8N6  | (250) 334-5036<br>Mark.Herringer@nic.bc.ca |
| Philip Steenkamp, Vice President<br>External Relations<br>Simon Fraser University<br>8888 University Drive<br>Burnaby BC V5A 1S6  | (778) 782-9328<br>philip_steenkamp@sfu.ca  |

## International Education Project Council - Membership Contact List

| Contact Name  | Contact Phone/E-mail  |
|---|---|
| Dr. Terry Sullivan, Superintendent School<br>District 73 (Kamloops)<br>Superintendent of Schools<br>SD #73 (Kamloops-Thompson)<br>1383 Ninth Avenue<br>Kamloops, BC V2C 3X7 | Phone: 250-374-0679<br><a href="mailto:tsullivan@sd73.bc.ca">tsullivan@sd73.bc.ca</a> |
| S22 (Former International Student)  | S22   |

## Supplier/Employee File Update

### Please Send Form to:

| Mail   | Email  |
|--|--|
| Ministry of Advanced Education<br>Financial Services<br>PO Box 9154, Stn Prov Govt<br>Victoria, BC V8W 9T6 | <u>CASHELP.ALMDFSB@gov.bc.ca</u><br>Subject: Supplier Update |

### Submitted by

|  |                                  |
|--|----------------------------------|
| Name:<br>Shelly Laberge  | Phone:<br>250-387-6166           |
| Division/Branch:<br>SIPD/Research Universities and Health Programs<br>Branch | Fax:<br>250-356-8851 <i>5962</i> |
| City & Postal Code:<br>Victoria V8W 9T6                                      | Date:<br><i>Jan 5, 2012.</i>     |

### Supplier Information

Please provide the new information as it should appear on the CAS Oracle Supplier file.

|  |  |
|--|--|
| Supplier Name:<br><i>Richard Nowak</i> |  |
|--|--|

S22

|  |                                 |                                     |   |                  |
|--|---------------------------------|-------------------------------------|---|------------------|
| Employee Number:                                 | SIN:                            | Business Number:                    | Site:   | Supplier Number: |
| <input checked="" type="checkbox"/> Addition/New | <input type="checkbox"/> Change | <input type="checkbox"/> Deactivate | <input type="checkbox"/> Documentation Attached |                  |

Please email CASHELP.ALMDFSB@gov.bc.ca with any questions

**MINISTRY OF ADVANCED EDUCATION**

**BRIEFING NOTE**

Date: Oct 28, 2011  
Cliff# 89198  
File# 200-20/IEPC  
280-20/BN 2011

**PREPARED FOR:** Honourable Naomi Yamamoto  
Minister of Advanced Education

**ISSUE:** To provide status update to Minister Bell on the International Education Strategy and Project Council

S12

A Terms of Reference has been developed that identifies the in-scope activities of the Project Council. These Terms of Reference were shared with the Deputy Ministers of Education, Jobs, Tourism and Innovation, and Community, Sport and Cultural Development for feedback.

The Deputy Minister of Advanced Education sent emails inviting nominations and/or participation on the Project Council. Project Council membership has now been finalized and its first meeting will occur on October 31, 2011 (see Attachment 1 for a list of members).

A Project Team has been established within the Ministry of Advanced Education to support the Project Council. A cross-ministry team had previously been identified and will be reengaged to ensure continued engagement with key partner Ministries. The Ministry of Jobs, Tourism and Innovation will have representatives from several areas including immigration policy, international trade/marketing, and tourism (to ensure alignment with the new tourism strategy). There will also be representatives from the Ministries of Education and Community, Sport and Cultural Development.

S12

The Ministry of Advanced Education is providing support for the Premier's Mission to China and India, including assisting in establishing necessary protocols for a Memorandum of Understanding with the Punjab concerning educational cooperation. A strong education delegation is participating in the Premier's Mission. The Ministry of Advanced Education continues to take a leadership role in Federal / Provincial / Territorial working groups concerning International Education.

.../2

**NEXT STEPS:**

The Project Team, in collaboration with the Project Council, is in the process of developing a work plan that will include all activities through December 31, 2011, including required deliverables, timelines/milestones, and key decision points.

The Project Council will be tasked with finalizing the International Education Strategy and developing an implementation plan by December 31, 2011. The implementation plan will include project phasing / timelines, funding models, costing scenarios, key outcomes and a reporting framework.

The Project Team will engage with the cross-Ministry team to provide an update on the strategy, share the Terms of Reference for the Project Council, review the Project Council work plan, and develop a plan for continued engagement.

Regular Minister/Deputy Minister update meetings, involving the Ministries of Advanced Education, Education, Jobs, Tourism and Innovation, and Community, Sport and Cultural Development, will be scheduled.

Prepared by: Adam Molineux, A/Director  
International Education &  
Initiatives  
Research Universities and Health  
Programs Branch

Phone #: 250 387-2594

Approved by:

Director AM  
Executive Director SB  
Assistant Deputy Minister  
Deputy Minister



| INTERNATIONAL EDUCATION PROJECT COUNCIL MEMBERSHIP – OCT 2011 |                                       |  |
|---|---------------------------------------|--|
| Name  | Title                                 | Organization   |
| Cheryl Wenezenki-Yolland<br>(Chair)                           | Deputy Minister                       | Ministry of Advanced Education                           |
| Dana Hayden   | Deputy Minister                       | Ministry of Jobs, Tourism and<br>Innovation              |
| James Gorman  | Deputy Minister                       | Ministry of Education                                    |
| Don Fast  | Deputy Minister                       | Ministry of Community, Sport and<br>Cultural Development |
| Tim McEwan  | President                             | Initiatives Prince George                                |
| Don Wright  | President                             | British Columbia Institute of<br>Technology              |
| Richard Novek   | Director of Operations                | Greystone College  |
| Catherine Vertesi   | Board Member                          | British Columbia Council for<br>International Education  |
| Mark Herringer  | Executive Director                    | North Island College                                     |
| Philip Steenkamp  | Vice President, External<br>Relations | Simon Fraser University                                  |
| Terry Sullivan  | Superintendent                        | Schools District 73 (Kamloops)                           |
| Claudio Rezende Lucarevski                                    | Current international student         | University of Victoria                                   |
| Sudheer Kodavati  | Former international student          | From Provincial Nominee Program                          |



## INTERNATIONAL EDUCATION STRATEGY FUNDING PRINCIPLES *FOR DISCUSSION*

1. Sustainable funding is required to ensure the success of international education in British Columbia.
2. The presence of international students positively impacts British Columbia's institutions and the experience of domestic students, and, overall, generates additional seats and opportunities for domestic students.
3. International Education can continue to provide opportunities to enhance educational programs / services for domestic students, and benefit communities across British Columbia.

S13, S17

| INTERNATIONAL EDUCATION FUNDING SOURCES IN OTHER JURISDICTIONS |  |   |   |   |
|--|--|---|---|---|
|  | New Zealand  | Australia   | United Kingdom  | Ireland   |
| <b>Funding Source</b>  | <ul style="list-style-type: none"> <li>• Levy collected from education providers (flat fee + % of int. tuition fees)</li> <li>• Tuition</li> </ul> | <ul style="list-style-type: none"> <li>• Surcharge on Student Visas</li> <li>• Direct Govt. Funding</li> <li>• Tuition</li> </ul> | <ul style="list-style-type: none"> <li>• Direct Govt. Funding</li> <li>• Educational institutions</li> <li>• Agencies</li> <li>• Tuition</li> </ul> | <ul style="list-style-type: none"> <li>• Direct Govt. Funding</li> <li>• Tuition</li> </ul> |

- On an international basis, preliminary research indicates that British Columbia's international tuition fees are below those of comparative markets<sup>1</sup>.
  - USA - \$27,962 (4 year private) (2011/12)
  - USA - \$20,076 (4 year public) (2011/12)
  - Australia - \$18,829 (2009/10)
  - UK - \$17,529 (2010/11)
  - BC - \$13,108 (2009/10)
- Based on a 2009/10 Statistics Canada interprovincial comparison of post-secondary international tuition fees, BC has the 4th highest fees in Canada, at \$13,108, behind Saskatchewan (\$13,406), Quebec (\$14,351), and Ontario (\$14,634). The next highest international tuition fees, below BC, are Alberta (\$12,254) and Nova Scotia (\$11,700).

<sup>1</sup> Undergraduate international tuition in Canadian dollars.

**CONFIDENTIAL**

**Dec 16, 2011**

**INTERNATIONAL EDUCATION STRATEGY  
FUNDING PRINCIPLES  
*FOR DISCUSSION***

This comparison is for undergraduate international tuition fees, including public and private institutions but excluding seminaries.

Government of British Columbia  
International Education Strategy

**MEETING AGENDA**

**Date / Time:** January 20, 2012  
3:45pm – 4:30pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Overall Purpose of the Meeting:**

- To provide an update to Minister Abbott, Minister Bell and Minister Chong on the International Education Strategy and Implementation Plan

| <b>Agenda Items:</b>   | <b>Lead:</b>   | <b>Time:</b>   |
|--|--|----------------|
| <b>1. Report out on activities of the International Education Project Council</b>            | <b>Minister Yamamoto</b>   | <b>15 mins</b> |
| <b>2. Next Steps: Status of the International Education Strategy and Implementation Plan</b> | <b>Minister Yamamoto<br/>Deputy Minister<br/>Wenezenki-Yolland</b> | <b>15 mins</b> |
| <b>3. Questions</b>  | <b>Minister Yamamoto</b>   | <b>15 mins</b> |



## Progress Report

**Ministry:** Advanced Education - Jobs, Tourism and Innovation – Education – Community, Sport and Cultural Development

**Date:** 30/11/2011

**Issue:** Update on International Education Strategy

S12

An International Education Project Council (Project Council), chaired by the Deputy Minister of Advanced Education, has been established, bringing together representatives from across British Columbia's education sector together with key government partners, business and students (membership attached). The objective of the Project Council is to develop an International Education Strategy and its corresponding implementation plan. These documents will be provided to the Minister of Advanced Education by December 31, 2011.

S12

Dr. Don Wright, President of British Columbia Institute of Technology, was selected as a member of the Federal Advisory Panel on Canada's International Education Strategy.



To ensure British Columbia's strategy is aligned with the work of the Federal Advisory Panel, Dr. Wright is included as a member of British Columbia's Project Council.

A Project Team of four staff has been established within the Ministry of Advanced Education to support the work of the Project Council, and a rolling work plan has been developed to guide discussion and decisions. Additionally, a cross-ministry working group has been identified to ensure ongoing engagement with key ministries.

Premier's recent mission to Asia, where approximately 30 education related agreements with partner institutions were finalized, was supported by the Ministry of Advanced Education. These agreements will strengthen the existing relationships and open the doors for further two way educational exchanges and collaboration.

S12

Pages 166 through 168 redacted for the following reasons:

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S12

## Project Council Membership

| Name                             | Title                              | Organization  |
|----------------------------------|------------------------------------|---|
| Cheryl Wenezenki-Yolland (Chair) | Deputy Minister                    | AVED  |
| Dana Hayden                      | Deputy Minister                    | JTI   |
| James Gorman                     | Deputy Minister                    | EDU   |
| Don Fast                         | Deputy Minister                    | Ministry of Community, Sport and Cultural Development |
| Tim McEwan                       | President                          | Initiatives Prince George                             |
| Don Wright                       | President                          | BCIT  |
| Richard Novek                    | Director of Operations             | Greystone College                                     |
| Catherine Vertesi                | Board Member                       | BCCIE   |
| Mark Herringer                   | Executive Director                 | North Island College                                  |
| Philip Steenkamp                 | Vice President, External Relations | SFU   |
| Terry Sullivan                   | Superintendent                     | Schools District 73 (Kamloops)                        |
| Claudio Rezende Lucarevski       | Current international student      | From University of Victoria                           |
| Sudheer Kodavati                 | Former international student       | From Provincial Nominee Program                       |

Pages 170 through 220 redacted for the following reasons:

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S13



CONFIDENTIAL DRAFT

## **Government of British Columbia International Education Strategy**

### **Discussion Tables**

#### Commitment & Purpose

The International Project Council is responsible for conducting a series of discussion tables with educational institutions (public and private), business, communities, students and other stakeholders that have an interest / role in international education and related activities.

The purpose of the discussion tables is to reach out with key stakeholders to help inform the immediate work of the Project Council. Please note that it is anticipated there will be broader consultations on the International Education Strategy at a later date.

#### Timeframe

Discussion tables are to be completed no later than December 16, 2011, to ensure feedback can inform the international education strategy and implementation plan.

#### Format

- Discussions will be approximately 2 hour in length.
- Although face-to-face participation will be encouraged, virtual participation will be possible (teleconference or video-conference).
- Participants may be provided with a few questions, to help them prepare for the discussion.

#### Suggested Participants

- 1 or more Project Council members will facilitate each Table discussion.
- Member(s) of the Project Team will be present, to record discussions.
- 4 to 6 participants from each identified group, per discussion table, unless otherwise agreed upon.

## CONFIDENTIAL DRAFT

| DISCUSSION TABLE   | PROJECT COUNCIL LEADS                                   |
|--|---|
| <b>K-12 Sector</b> (public, private and independent)   | Terry Sullivan and Mark Herringer                       |
| <b>International Students</b> (past and present)   | Claudio Lecarevschi and Sudheer Kodavati                |
| <ul style="list-style-type: none"> <li>• Sub-Tables for:               <ol style="list-style-type: none"> <li>1. Graduate Students;</li> <li>2. Language Students;</li> <li>3. Canadian Students; and</li> <li>4. Undergraduate Students.</li> </ol> </li> </ul> |   |
| <b>Educational Institutions</b> (degree granting; public & private; language schools)  | Catherine Vertesi and Philip Steenkamp                  |
| <ul style="list-style-type: none"> <li>• Sub-Tables for:               <ol style="list-style-type: none"> <li>1. Graduate program focus; and</li> <li>2. Undergraduate / College focus</li> </ol> </li> </ul>  |   |
| <b>Business Community</b>  | Tim McEwan and Chris Carter                             |
| <b>Vocational / Trades Programs</b> (public and private)   | Mark Herringer, Chris Carter and Don Wright             |
| <b>Community Organizations</b> (municipalities, home-stay associations, immigrant serving agencies, related not-for-profit organizations, etc).  | Andrea Henning and Colleen Hanley<br>(nominated by S22) |

Suggested Questions

- The Project Team will work with Project Council leads to determine suitable questions for each Discussion Table. These questions will be vetted through the Project Council prior to dissemination to Discussion Table participants.

## INTERNATIONALIZATION:

1. "Comprehensive internationalization is the process of integrating an international, intercultural and global dimension into the purpose, functions, and delivery of education services throughout British Columbia."
  - It is a strategic and integrated approach in which institutions and communities articulate internationalization as a priority, develop internationalization plans based on sound analysis, and facilitate the movement of students from around the world to BC and Canadian students abroad for study and work through the deployment of resources to support appropriate communications, curriculum and support services."
2. "Internationalization includes a broad range of elements such as curriculum, teaching/learning, research, institutional agreements, student/faculty mobility, development cooperation and many more."



Pages 225 through 226 redacted for the following reasons:

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S13

## BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS

The BC-Certified Offshore School Program and application process consists of two steps. Applications to offer the British Columbia certified education program offshore are reviewed by the Ministry of Education. Schools that are deemed likely to succeed are selected to work towards Candidate (pre-certification) status and eventual Certification status. The Certification of Offshore School British Columbia Programs is regulated by the terms of the British Columbia Candidate (pre-certification) Agreement and the Certification Status Agreement.

The Agreements, between the Ministry and the offshore school authority, outline what the Authority must do to have its British Columbia program certified and maintain certification.

The primary purpose for granting Candidate Status prior to Certification Status, is to provide sufficient time for offshore schools to successfully meet certification standards, reduce the potential for negative publicity should the school program not be recommended for certification and increase opportunities for providing advice and potential for success.

To maintain its high international reputation, rigorous standards have been established that must be met by all schools wishing to offer a British Columbia-certified program. The list of requirements to meet certification status is set out in Schedule A of the British Columbia Offshore School Program Certification Status Agreement and includes the following:

- the school teach the British Columbia curriculum in English.
- all teachers teaching the British Columbia program must meet the British Columbia teacher certification requirements.
- the British Columbia program must be overseen by a British Columbia certified principal.
- the school must operate in accordance with the laws of the country, province and city where it is located.
- the school must provide written approval from the local government to offer the

British Columbia Program or a letter of no objection from the appropriate government office responsible for education in the city and province in which the school is located.

- The School Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in the Certification Status Agreement. The British Columbia Agent must be a Canadian citizen certified to teach in British Columbia, have working knowledge of the educational program in British Columbia for Kindergarten to Grade 12 and have full authority to represent the authority in all dealings with the province.

The British Columbia certified program at offshore schools is evaluated each year by qualified British Columbia Offshore School inspectors according to the 28 standards set

## **BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS**

out in Schedule A of the Certification Status Agreement (attached here for your convenience).

Inspectors who complete the evaluation at British Columbia certified offshore schools are qualified senior British Columbia educators with many years of experience in evaluating school education programs.

Each course in the British Columbia curriculum has a defined set of learning outcomes that must be met by each student in order to pass the course and earn credits towards graduation. The subject, instructional time, and learning outcomes are set out in Ministerial Order 41/91, the Educational Standards Order. These same requirements also apply to Independent Schools in British Columbia.

Students who have graduated successfully from a certified-British Columbia Graduation Program will be issued the same Certificate of Graduation (Dogwood Diploma) as graduates from public schools or funded independent schools in British Columbia. The British Columbia Certificate of Graduation is accepted and recognized throughout North America and other countries as verification of completion of a Grade 12 education program (taught and completed in English).

If you would like to view the list of schools certified to offer the British Columbia Program, as well as a complete copy of the Certification and Candidate Agreements please view the Ministry of Education website at:  
[www.bced.gov.bc.ca/offshore\\_schools](http://www.bced.gov.bc.ca/offshore_schools).

## BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS

### SCHEDULE "A" REQUIREMENTS FOR CERTIFICATION AND MAINTAINING CERTIFICATION

1. The Authority, subject to the prior written approval from the Province, must have
  - (a) operated the School in accordance with the laws of the country, province, and city where it is located, for a minimum of six months prior to applying for Certification,
  - (b) provided a British Columbia Program for a minimum of six months prior to applying for Certification, and
  - (c) received verification from the Province that Candidate Status has been granted dated in the current School year or in the immediately proceeding School year.
2. The Authority must have written approval to provide the British Columbia Program or a letter of no objection to the Authority providing the British Columbia Program from the appropriate government office responsible for education in the country, province, or city in which the School is located. The Province may request such verification documentation at any time during the term of this Agreement.
3. The Authority must appoint an individual to act as British Columbia Agent for the Authority. This individual must be confirmed by the Province and must meet all of the requirements set out in paragraph 5 of this Agreement.
4. The Authority's facilities and equipment used in conjunction with provision of a Certified British Columbia Program must, in the opinion of the Province, be adequate for the instructional purposes relating to the Classes of Certification held by the Authority.
5. The Authority must provide the Province with data requested at the time and in the form required, including the Inspection Catalogue. All records and reports must be in English.
6. The Authority's Certified British Columbia Program, Student accommodation, facilities, Student fees or other costs, and school fee refund policy or other public statements must be consistent with any promotional or other informational material published or supplied by the Authority, including information on the Authority's websites and on sites that link with other programs and/or organizations.
7. The Authority is responsible to pay a non-refundable application fee, all related inspection costs, Student registration fees and exam fees as set



## BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS

out in Schedule "C".

8. The Authority must provide the Certified British Columbia Program in English, except for courses exempted in writing by the Province, and in a manner satisfactory to the Province.
9. The Authority must verify that all Students entering the Graduation Program or the Certified British Columbia Graduation Program have completed an English Language Assessment, which must be approved and administered under the supervision of the Principal or a British Columbia Certified Teacher, to demonstrate that the level of English language proficiency is sufficient to enable Students to meet the learning outcomes of courses accredited in the Certified British Columbia Graduation Program and the requirements for a British Columbia Certificate of Graduation. The Authority may not use test results that are older than one year.
10. The Authority must provide evidence of additional ESL support for Students who do not meet the minimum scores set by the Principal for the English Language Assessment.
11. The Authority must have acquired sufficient resources, such as textbooks, a library and internet resources, to ensure that the learning outcomes for all courses offered within its Certified British Columbia Program can be met.
12. The Authority must ensure that the Principal of the Authority's Certified British Columbia Program has a British Columbia Certificate of Qualification issued under the Teaching Profession Act or a Professional Certificate of Qualification issued under the Independent School Act and has been delegated the necessary authority to fulfill the functions and duties set out in paragraph 1.01(1)(b) of this Agreement for which the Principal is responsible.
13. The Principal, all British Columbia Certified Teachers and persons holding a Letter of Authorization who are teaching Students in a Certified British Columbia Program must have a criminal record check as is described in the Criminal Records Review Act, R.S.B.C. 1996, c. 86, or a criminal records check from the country where the person taught prior to being hired by the Authority, as applicable, and any other appropriate background checks required to ensure good character and fitness to be a teacher.
14. (a) With respect to the Graduation Program, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum and

## BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS

all courses for which the Students are receiving credit toward the British Columbia Certificate of Graduation, except as set out in the appendix to this Schedule.

- (b) With respect to the educational program for Kindergarten and grades 1 to 9, the Authority must employ only British Columbia Certified Teachers or individuals subject to a Letter of Authorization to teach the British Columbia Curriculum except for courses for which the Province has granted an exemption in writing.
15. The Authority must ensure that only British Columbia Certified Teachers or individuals subject to a Letter of Authorization plan, evaluate and provide instruction to Students enrolled in a Certified British Columbia Program, and prepare and provide all reports out to parents or legal guardians of Students on the progress of those Students, unless otherwise approved by the Province.
16. The Authority must ensure that the terms and conditions of employment for all British Columbia Certified Teachers are set out in writing at the time the offer of employment is made, the offer of employment to all British Columbia Certified Teachers is in writing and that it includes:
- A. For British Columbia Certified Teachers that will be located in the local geographical area of the School, the following information:
    - (a) hours of work,
    - (b) the duties of the British Columbia Certified Teacher,
    - (c) the teaching assignment,
    - (d) accommodation provided or available,
    - (e) an estimate of the cost of living in the area where the School is located;
    - (f) length of school day,
    - (g) length of School Year,
    - (h) salary and benefits, and
    - (i) all matters that are relevant to the employment agreement in the opinion of the Province (e.g. travel arrangements, medical expenses, Visas, etc.); and
  - B. For British Columbia Certified Teachers that will be exclusively located within British Columbia in connection with the delivery of the Certified British Columbia Distributed Learning Program, the following information:
    - (a) the duties of the British Columbia Certified Teacher, and
    - (b) the teaching assignment,

## BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS

17. The Authority's Certified British Columbia Program must meet the British Columbia Ministry of Education's current and future requirements for internet connectivity, computer hardware/software, and printer capabilities to ensure efficient electronic transfer and printing of such items as Student and British Columbia Certified Teacher registration data, Grade 10, 11 and 12 student courses and marks, and Graduation Program Provincial Examinations. (Schedule "D" lists acceptable product names for electronic and internet connectivity requirements). An Authority may only use a different system with the written approval of the Inspector. The Province will inform the Authority of changes to requirements which would apply for subsequent School Years.
18. The Authority must have policies and procedures related to the provision of a Certified British Columbia Program, including but without limiting the foregoing, policies and procedures pertaining to student discipline, student admission, parental appeals, student supervision and evaluation of the teachers teaching in the BC Program or Certified Program, as the case may be, and the Principal.
19. The Authority's Certified British Columbia Program must offer the British Columbia Curriculum and meet the subject, instructional time, and learning outcome requirements set out in sections 1.1 to 6 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act, and enactments referred to in that order as such are applicable to the Classes of Certification held by the Authority.
20. The Authority's Certified British Columbia Program must provide to all Students enrolled in Kindergarten to Grade 9 an educational program that meets the requirements set out in section 4 of Ministerial Order 41/91, the Educational Standards Order enacted under the Independent School Act.
21. If the Authority has a Certified British Columbia Graduation Program it must provide a Graduation Program that will enable Students to satisfy British Columbia graduation requirements, as specified in Ministerial Order 302/04, the Graduation Program Order enacted under the School Act. If the Authority has a Certified British Columbia Select Course Program it must provide the certified courses in accordance with the course requirements of the Graduation Program Order which will enable Students to satisfy the course requirements.
22. The Authority must
  - (a) provide a course overview for each course in the Certified British Columbia Program accredited towards the British Columbia Certificate of Graduation that includes that includes content,

## BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS

- planning for assessment (teaching strategies), achievement indicators (assessment methods) and link with the British Columbia Curriculum learning outcomes, and
  - (b) use the British Columbia Ministry of Education's British Columbia Performance Standards in reading, writing and numeracy as an assessment tool for students in Kindergarten to grade 9 of the Certified British Columbia Program.
23. The Authority must ensure that all Students, before being eligible to receive a British Columbia Certificate of Graduation, participate, in accordance with the directions of the Province, in Provincial Examinations for all courses that are Provincially examinable under the School Act, unless exempted by the Inspector in writing, and it establishes and maintains, to the satisfaction of the Province, an assessment and evaluation program
- (a) that demonstrates Student progress in achieving intellectual, human, social, and career development,
  - (b) that includes the Provincial Examinations, and
  - (c) that demonstrates that all the Students are taught in accordance with this Schedule.
24. The Authority must provide a Student report card that reflects all courses accredited in the Certified British Columbia Program and/or that are counted towards a British Columbia Certificate of Graduation. The Authority must document its frequency of reporting out on Student achievement and how this information is shared with parents or legal guardians.
25. The Authority must maintain Student Records for each Student enrolled in a Certified British Columbia Program.
26. The Authority must have teacher and Principal evaluation policies in place and evidence of completed evaluations placed in teacher files when the Authority has operated the Certified British Columbia Program for more than one year. Files relating to on-site British Columbia Certified Teachers and individuals subject to a Letter of Authorization should also include copies of British Columbia Certificates of Qualification, Letter of Authorization, where applicable, satisfactory criminal record checks and copies of British Columbia Certified Teacher contracts.
27. The Authority's Certified British Columbia Program must undergo an annual on-site inspection by the Province in order to maintain Certification. The inspection will include inspection of any School District Business Company website and records where such School District

## **BRITISH COLUMBIA'S CERTIFIED PROGRAM AT OFFSHORE SCHOOLS**

Business Company is under contract with the Authority to provide and deliver a Certified British Columbia Distributed Learning Program or a Certified British Columbia Select Distributed Learning Program. The Province-appointed inspection team will inspect the Authority's facilities, grounds and equipment used in conjunction with delivering the Certified British Columbia Program, records, administration, operations, teachers, and Student academic achievement, and all other items necessary to verify that all requirements for Certification are met and to ensure continuity and sustainability of the delivery of a Certified British Columbia Program.

28. The Authority must provide the Province with a letter acknowledging that it will provide assistance in respect of applications for Canadian study permits for graduates from the Certified British Columbia Program and tracking of graduates' post-secondary careers in accordance with the Province's directions. In particular, the Authority commits itself to distributing the Province's form entitled "Consent to Collect, Use and Disclose Personal Information" to all Students when they enroll in the Graduation Program, keep the signed form in each Student's Student Record and notify the Inspector in respect of when these forms are on the files.

## ANNOTATED AGENDA - CONFIDENTIAL

### Government of British Columbia International Education Strategy

## MEETING AGENDA

**Date / Time:** January 20, 2012  
3:45pm – 4:30pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

#### Overall Purpose of the Meeting:

- Provide update to Minister Abbott, Minister Bell, and Minister Chong on the International Education Strategy and Implementation Plan

| Agenda Item  | Lead              | Time    |
|--|-------------------|---------|
| 1. Report out on activities of the International Education Project Council | Minister Yamamoto | 15 mins |

#### Speaking Points:

- Good Afternoon and thank you for taking the time to join me for this discussion. The primary purpose of this meeting is to provide each of you with an update on the development of the International Education Strategy and Implementation Plan.
- To help prepare you for today's discussion, the Ministry team developed individualized briefing notes for each Minister – I hope you have had the opportunity to review these materials and that you found them helpful.
- At this stage, I'm not looking for any specific decisions from you. However, as the implementation of the Strategy will involve the Ministry of Advanced Education working closely with each of your ministries, I want to keep you apprised of the Strategy's development, particularly as we're looking to present a Submission, including the Strategy and Implementation Plan, to the Cabinet Committee on Jobs and Economic Growth in February, with a potential public release in early March.
- If you do have comments or concerns about any of today's discussion, please don't hesitate to stop me so we can discuss.

## ANNOTATED AGENDA - CONFIDENTIAL

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- Let me quickly run through an update on the work of the International Education Project Council.
- As you may be aware, the International Education Project Council, comprised of representatives from government, business, and the education sector (including each of our Deputy Ministers), held five meetings between October 31 and December 14 to help the Province finalize its International Education Strategy and Implementation Plan.
- The Project Council also held "Discussion Tables" in December with key stakeholder groups, including School District Superintendents, the business community and community organizations, post-secondary institutions (public and private), and international students, in order to discuss the development of B.C's International Education Strategy. Staff from each of your ministries were involved in these discussions.
- Additionally, the team at the Ministry of Advanced Education engaged, one-on-one, with stakeholders, including local government, economic development associations, and community organizations.
- If you have any specific questions about the Discussion Tables, or the one-on-one meetings, Adam Molineux, Director of International Education, can provide you with details.
- The input from these meetings was compiled by Ministry Staff into a report, approved by the Project Council, which I've shared with you for today's meeting.

S13

Page 237 redacted for the following reason:

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S12



S13

- Those same Project Council members suggested that Government provide all funding for the Strategy. We made this very clear that such an approach was not on the table.

S13

S13

- Following approval of the Strategy and Implementation Plan, a public launch is tentatively scheduled for early March 2012.

*Roles & Responsibilities (Minister Yamamoto)*

- Although the Ministry of Advanced Education is the lead on the International Education file, the Strategy and its implementation touches on a number of areas that fall under the responsibility of your respective ministries.
- As an example, International Marketing, which is the responsibility of the Ministry of Jobs, Tourism and Innovation, is identified as an important aspect of the Strategy. For this reason, a cross-government working group, co-led by JTI and AVED staff, has been formed, to help direct the implementation of all aspects of the strategy related to international marketing.
- Similarly, we will be working closely with the Ministries of Community, Sport and Cultural Development, and Education, on all matters that relate to their responsibilities.
- As I mentioned earlier, the Cabinet Submission, which we will be sharing shortly, will include a detailed breakdown of roles & responsibilities by action.

*Public Announcement (Minister Yamamoto)*

- Subject to approval of the Cabinet Submission, the public release of the International Education Strategy and Implementation Plan is tentatively scheduled for early March 2012.
- Ministry Staff are working closely with central Government Communications to ensure alignment of the announcement with other Jobs Plan announcements and planned Missions.

## ANNOTATED AGENDA - CONFIDENTIAL

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- A public-facing document, based upon the internal Strategy and Implementation Plan, is currently under development. We are working with Government Communications and Public Engagement to ensure the look and feel of this document will match that of other publicly released documents under the Jobs Plan.
- Once a draft of the public document is completed (estimated for early to mid-February), I will circulate it for your comments.
- Additionally, depending on how we decide to proceed, we could look to schedule another of these meetings, or arrange for Ministry Staff to provide you, individually, with an overview of the Cabinet Submission prior to the Cabinet Committee meeting on February 20, as well as the draft public document.
- Are there any questions?

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|    |           |                   |         |
|----|-----------|-------------------|---------|
| 3. | Questions | Minister Yamamoto | 15 mins |
|----|-----------|-------------------|---------|

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**MINISTER'S SPEAKING POINTS**

- Welcome and good morning.
- Thank you, everyone, for attending today's first Project Council meeting. Premier Clark announced the creation of the International Education Project Council just over a month ago. I am very pleased to have everyone together in such a short time period and appreciate you taking the time out of your busy schedules to participate.
- The international education market is highly competitive and in order to take advantage of the significant economic, social and cultural benefits internationalization can provide to our province and its communities, it is imperative that stakeholders and the Government work collaboratively.
- In many ways, British Columbia has already had significant success in the international education market, with about 94,000 people choosing to study in BC annually.
- However, Canada has about 4% of the market share of the 3.3 million internationally mobile students worldwide, compared with 7% for Australia, 12% for the UK and 20% for the US.
- And in recent years, our market share has shrunk relative to that of the United States, Australia, and the United Kingdom.
- Moving forward, if BC is to be a viable competitor in the international education market, we need a targeted, coordinated, and strategic approach that takes advantage of the growth opportunities, and maximizes the economic, social and cultural benefits for BC communities and families.
- That is why the Province is developing a full International Education Strategy. And that is why we've brought this Council together to help finalize the Strategy and develop its implementation plan by December 31, 2011. While deadlines are tight, I believe this is achievable.

## **CONFIDENTIAL**

### **Meeting of the International Education Project Council**

- We have set an aggressive target of increasing the number of international students studying in British Columbia by 50% over four years.
- I want to make it clear, however, that the International Education Strategy is not simply about increasing the quantity of international students studying in BC.
- We need to ensure that the high quality of education delivered across our province is maintained. We need to work with institutions and communities to ensure they have the tools necessary to support the needs of international students. And we need to build meaningful, long-term educational, economic and social ties with international jurisdictions.
- International education provides important social and cultural benefits, contributing greatly to the inter-cultural diversity of our campuses and communities.
- And British Columbians who pursue educational opportunities abroad also experience rich and diverse cultures, helping to create a global citizenry that is necessary in today's globalized world.
- The Project Council will play a crucial part in the strategy as it identifies key priority actions over different phases, roles and responsibilities, funding options and outcomes. The work that you do will lay the groundwork positive change that will have a permanent impact in our province.
- When I look at the International Education marketplace in our province, I see so many examples of success. I believe that together, we can build on these successes, and develop a coordinated and targeted approach to further developing International Education in our province.
- Thank you again for agreeing to participate in this important government priority.
- I would now like to turn it over to Deputy Minister and Council Chair, Cheryl Wenezenki-Yolland.

Government of British Columbia  
International Education Strategy

**MEETING AGENDA**

**Date / Time:** January 20, 2012  
3:45pm – 4:30pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Overall Purpose of the Meeting:**

- To provide an update to Minister Abbott, Minister Bell and Minister Chong on the International Education Strategy and Implementation Plan

| Agenda Items:   | Lead:  | Time:   |
|---|--|---------|
| 1. Report out on activities of the International Education Project Council            | Minister Yamamoto                                      | 15 mins |
| 2. Next Steps: Status of the International Education Strategy and Implementation Plan | Minister Yamamoto<br>Deputy Minister Wenezenki-Yolland | 15 mins |
| 3. Questions  | Minister Yamamoto                                      | 15 mins |



## ANNOTATED AGENDA - CONFIDENTIAL

### Government of British Columbia International Education Strategy

#### International Education Project Council Meeting #5

**Date / Time:** December 14, 2011  
10:00am – 12:00pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria, BC

**Dial-In:**  
**Participant ID:** S15

| Agenda Item                               | Lead                        | Time    |
|---|-----------------------------|---------|
| 1. Discussion on Recommended Deliverables | Susan Brown / Adam Molineux | 45 mins |

#### Objectives:

- Identify deliverables for strategy actions

*Materials: Deliverables Hand-out*

|                                     |                          |         |
|-------------------------------------|--------------------------|---------|
| 2. Discussion on Funding Principles | Cheryl Wenezenki-Yolland | 45 mins |
|-------------------------------------|--------------------------|---------|

#### Objectives:

- Reach agreement on Funding Principles for inclusion in the strategy document
- Identify recommendations / concerns of the Project Council related to funding

*Materials: Funding Principles Handout  
Deputy Minister's Speaking Points*



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|           |   |                                      |                |
|-----------|---|--------------------------------------|----------------|
| <b>3.</b> | <b>Role of the Project Council Moving Forward</b> | <b>Cheryl Wenezenki-<br/>Yolland</b> | <b>15 mins</b> |
|-----------|---|--------------------------------------|----------------|

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### Objectives:

- Reach consensus on the role of the Project Council after December 31, 2011

*Materials: Deputy Minister's Speaking Points*

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|           |  |                      |                |
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| <b>4.</b> | <b>Process for Finalizing the Strategy</b> | <b>Adam Molineux</b> | <b>10 mins</b> |
|-----------|--|----------------------|----------------|

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### Objectives:

- Receive commitment from the Project Council that they will make themselves available for follow-up in the coming week, so the strategy can be completed on-time.
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| <b>5.</b> | <b>Questions / Next Steps</b> | <b>Cheryl Wenezenki-<br/>Yolland</b> | <b>10 mins</b> |
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### Objectives:

- Answer any final questions of the Project Council
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## ANNOTATED AGENDA - CONFIDENTIAL

### Government of British Columbia International Education Strategy

#### International Education Project Council Meeting #2

**Date / Time:** November 18, 2011  
10:00am – 12:00pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria

**Dial-In:**  
**Participant ID** S15

#### Overall Purpose of the Meeting:

- Review research data provided; identify additional research requirements
- Reach decision concerning discussion tables
- Identify high-level strategic priority actions (short-term, medium-term and long-term)
- Begin discussion of deliverables related to each identified priority action (short-term, medium-term and long-term)
- Confirm next steps

| Agenda Item        | Lead                     | Time   |
|--------------------|--------------------------|--------|
| 1. Agenda Overview | Cheryl Wenezenki-Yolland | 5 mins |

#### Objectives:

- Provide Project Council with an overview of the agenda and the desired outcomes from today's meeting.

*Materials: Agenda  
Attendee List  
Speaking Points*

|                           |               |        |
|---------------------------|---------------|--------|
| 2. Research Data Overview | Adam Molineux | 5 mins |
|---------------------------|---------------|--------|

#### Objectives:

- Review data provided to the Project Council, to-date.
- Request that Project Council identify additional research required.

*Materials: Research materials previously provided to the Project Council  
Speaking Points*

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### Key Outcome:

- Project Council to make recommendations on additional research requirements

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### 3. Discussion Tables

Adam Molineux

15 mins

### Objectives:

- Engage members in discussion about format and participation in discussion tables.

### Key Outcome:

- Reach consensus on format and timing of discussion tables
- Reach consensus on participants for each discussion table (by sector or by geographic region)
- Identify volunteers from the Project Council to facilitate each discussion table.

Materials: *Speaking Points*  
*Discussion Tables Handout*

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### 4. Strategic Priority Actions

Adam Molineux

75 mins

### Objectives:

- Engage Project Council in detailed discussion of strategic priority actions (short-term, medium-term and long-term).

### Key Outcomes:

- Reach consensus regarding priority actions (short-term, medium-term and long-term)

Materials: *Speaking Points*  
*Strategic Actions Handout*

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### 5. Priority Deliverables

Adam Molineux

15 mins

### Objectives:

- Begin discussion about potential deliverables for each identified action (short-term, medium-term and long-term).

### Key Outcomes:

- Start to identify agreed-upon deliverables for each identified action (short-term, medium-term and long-term).

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*Materials: Speaking Points  
Strategic Actions Handout*

|    |                        |                              |        |
|----|------------------------|------------------------------|--------|
| 5. | Questions & Next Steps | Cheryl Wenezenki-<br>Yolland | 5 mins |
|----|------------------------|------------------------------|--------|

### Objectives:

- Allow Members to ask any final questions concerning today's discussion.
- Clarify 'next steps' (interim actions before the next meeting, and finalization of the discussion tables).
- Provide summary of today's discussion and outcomes
- Request each Project Council member provide a 1 paragraph biography to the Project Team, which will be posted on the AVED website.

*Materials: Speaking Points.*



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### Government of British Columbia International Education Strategy

#### International Education Project Council Meeting #3

**Date / Time:** November 30, 2011  
2:00pm – 4:00pm

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria

**Dial-In:**  
**Participant ID** S15

#### Overall Purpose of the Meeting:

- Finalize Discussion Table Details
- Finalize specific actions for each identified strategic priority
- Begin discussion of Deliverables related to each action (short-term, medium-term, and long-term)
- Reach agreement on format for Final Report.

| Agenda Item        | Lead                     | Time   |
|--------------------|--------------------------|--------|
| 1. Agenda Overview | Cheryl Wenezenki-Yolland | 5 mins |

#### Objectives:

- Provide Project Council with an overview of the agenda and the desired outcomes from today's meeting.

*Materials:* Agenda  
Attendee List  
Speaking Points

|                             |                |                           |
|-----------------------------|----------------|---------------------------|
| 2. Premier's Mission Update | Vincent Portal | 10 mins<br>+ 5 min<br>Q&A |
|-----------------------------|----------------|---------------------------|

#### Objectives:

- Provide update on the International Education successes of the Mission

*Materials:* None

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| <b>3.</b> | <b>Discussion Tables &amp; Research</b> | <b>Adam Molineux</b> | <b>5 mins</b> |
|-----------|---|----------------------|---------------|

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**Objectives:**

- Reach agreement on the specific participants for each table and common questions.

**Materials:** *Discussion Tables Handout*

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|           |   |                      |                |
|-----------|---|----------------------|----------------|
| <b>4.</b> | <b>Finalization of Specific Actions</b> | <b>Adam Molineux</b> | <b>65 mins</b> |
|-----------|---|----------------------|----------------|

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**Objectives:**

- Engage Project Council in continued discussion on specific actions, related to each strategic priority

**Key Outcomes:**

- Three agreed-upon actions identified for each of the 11 strategic priorities

**Materials:** *Strategic Actions Handout*

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|           |  |                      |                |
|-----------|--|----------------------|----------------|
| <b>5.</b> | <b>Identification of deliverables related to each action</b> | <b>Adam Molineux</b> | <b>20 mins</b> |
|-----------|--|----------------------|----------------|

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**Objectives:**

- Begin discussion about potential deliverables for each identified action (short-term, medium-term and long-term).

**Key Outcomes:**

- Start to identify agreed-upon deliverables for each identified action (short-term, medium-term and long-term).

**Materials:** *Strategic Actions Handout*

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|           |  |                      |               |
|-----------|--|----------------------|---------------|
| <b>6.</b> | <b>Overview of proposed format for Strategy Document</b> | <b>Adam Molineux</b> | <b>5 mins</b> |
|-----------|--|----------------------|---------------|

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**Objectives:**

- Inform the Project Council of the proposed format for the Strategy Document that will be provided to the Minister of Advanced Education.

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### Key Outcomes:

- Identify and address any concerns with the proposed format.

|    |                        |                              |        |
|----|------------------------|------------------------------|--------|
| 5. | Questions & Next Steps | Cheryl Wenezenki-<br>Yolland | 5 mins |
|----|------------------------|------------------------------|--------|

### Objectives:

- Allow Members to ask any final questions concerning today's discussion.
- Clarify 'next steps' (interim actions before the next meeting, and finalization of the discussion tables).
- Provide summary of today's discussion and outcomes

*Materials: Speaking Points*





## ANNOTATED AGENDA - CONFIDENTIAL

### Government of British Columbia International Education Strategy

#### International Education Project Council Meeting #1

**Date / Time:** TBD

**Location:** Ministry of Advanced Education – Boardroom 326  
St. Ann's Academy, 835 Humboldt Street  
Victoria

**Dial-In:**  
**Participant ID** S15

#### Overall Purpose of the Meeting:

- Launch the Project Council;
- Provide strategic overview to Council members;
- Review Terms of Reference
- Seek input on proposed approach
- Confirm next steps

|    | Agenda Item   | Lead                     | Time    |
|----|---------------|--------------------------|---------|
| 1. | Introductions | Cheryl Wenezenki-Yolland | 10 mins |

#### Objectives:

- Welcome and thank all members for their participation on the Project Council.
- Initiate a roundtable for all members to introduce themselves and identify whom they represent.
- Overview of Agenda.

*Materials: Agenda*

|    |                   |                           |         |
|----|-------------------|---------------------------|---------|
| 2. | Strategic Context | Honourable Naomi Yamamoto | 15 mins |
|----|-------------------|---------------------------|---------|

#### Objectives:

- Welcome and thank all members for their participation on the Project Council.
- Emphasize the importance of international education as a Ministry/Government priority.
- Provide high-level overview of the Project Council and its role in advancing the International Education Strategy.

*Materials: Minister's speaking notes*

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|    |   |                              |         |
|----|---|------------------------------|---------|
| 3. | International Education Project Council<br>Terms of Reference | Cheryl Wenezenki-<br>Yolland | 20 mins |
|----|---|------------------------------|---------|

### Objectives:

- Provide overview of Terms of Reference for Project Council.
- Enquire whether members have comments/questions regarding the document.

### Key Outcome:

- Ensure acceptance of the Terms of Reference by all members and note any concerns.

*Materials: Deputy Minister's Speaking notes  
Terms of Reference*

|    |   |             |         |
|----|---|-------------|---------|
| 4. | International Education Strategy Overview | Susan Brown | 30 mins |
|----|---|-------------|---------|

### Objectives:

- Present overview of International Education Strategy, including guiding principles, vision, goals, strategic actions and outcomes.

### Key Outcomes:

- Ensure that the Project Council has been provided with a detailed explanation of the Strategy, and that any related questions are answered.
- Ensure agreement is reached concerning the proposed Work Plan.

*Materials: International Education Handout  
Draft Project Council Work Plan*

|    |            |                              |         |
|----|------------|------------------------------|---------|
| 5. | Questions  | All                          | 20 mins |
| 6. | Next Steps | Cheryl Wenezenki-<br>Yolland | 10 mins |

### Objectives:

- Stress that the Council will need to work collaboratively with the ministry team to ensure that the Implementation Plan is completed by December 31, 2011.

### Key Outcomes:

- Reach consensus regarding a proposed date for the next Project Council Meeting.
- Outline work that needs to be completed prior to the next Project Council meeting (as outlined in the Work Plan), and confirm Project Council member roles in completing that work (if required)
- Confirm that Ministry staff will distribute the finalized Work Plan and Terms of Reference to Project Council Members within 24 hours.

**Government of British Columbia  
International Education Project Council**

**Discussion Table**  
*International Students*

**Date / Time:** December 15, 2011 / 1:00pm – 2:00pm (undergraduate students)  
2:00pm – 3:00pm (graduate students)

**Location:** Conference Call

**Dial-In:** Participant Conference ID: S15  
Dial-in Phone Numbers:  
S15 Toll-Free – North America  
ancouver local

**Facilitators:** Mr. Claudio Rezende Lucarevski, International Education Project Council  
Adam Molineux, Ministry of Advanced Education

**Purpose:**

- To provide participants with background information on the development of the Province's International Education Strategy.
- To identify priorities and /or concerns of participants related to international education in British Columbia and the target of increasing international students studying in our province by 50% in the next four years.

**Agenda:**

1. Introductions
2. Overview of the purpose of the teleconference
3. Roundtable Discussion

**Questions for Consideration:**

- What were the key challenges you faced in coming to study in Canada / studying abroad?
- What challenges have you faced in living in British Columbia?
- What recommendations do you have to help make British Columbia a more desirable place for international students to study?
- (For Canadian Students) – What recommendations do you have to help make more domestic students study abroad?



## SPEAKING NOTES

### Project Council Meeting #1 – Executive Director Speaking Points

- Firstly, I'd like to echo the Minister and Deputy Minister and thank you for joining us today. I'm excited about what this group can contribute to the development and implementation of the International Education Strategy in British Columbia.

#### (HANDOUT 1: *INTERNATIONAL EDUCATION STRATEGY*)

- A framework for the International Education Strategy was provided to each of you on Friday by email (labelled "strategy handout"). Additional copies are available if required.
- This document outlines the vision, guiding principles, and goals which will inform the Project Council's work moving forward.
- What lies before the Project Council and Project Team is taking the next step – working together to determine what actions can be implemented to make the identified goals a reality.
- To ensure that timelines are met, we will be keeping continually be developing a Work Plan for the Project Council.

#### (HANDOUT 2: *WORKPLAN*)

- The work plan that was provided to you on Friday (handouts available), is a draft document, which will be consistently updated by the Project Team, incorporating the activities and input of the Project Council.
- The Project team would appreciate the Project Council's input on what specific tasks we need to identify and complete, to ensure that the deadline of December 31, for the finalization of the International Education Strategy and Implementation Plan. Please don't hesitate to contact the Project Team to provide input to help us keep on-track.
- One of the first items that we need to determine the details of, is the completion of the Discussion Tables. The purpose of the tables is to allow an opportunity for feedback from the sector...institutions...students...and other interested stakeholders, so that we identify the key issues that need to be addressed, if we are to make our vision a reality.

#### (*QUESTIONS*)

- *What research needs to be completed / compiled, to help inform the work of the Project Council?*
- *What are the Project Council's thoughts on the Framework? Any questions?*
- *What are the Project Council's thoughts on the Discussion Tables? Given the timelines we're working with, when should these take place, with whom, and in what format (mail-out / face-to-face consultations, etc.)?*

## **SPEAKING NOTES**

Project Council Meeting #1 – Executive Director Speaking Points

**MINISTER'S SPEAKING POINTS**

- Welcome and good morning.
- Thank you, everyone, for attending today's first Project Council meeting. Premier Clark announced the creation of the International Education Project Council just over a month ago. I am very pleased to have everyone together in such a short time period and appreciate your taking the time out of your busy schedules to participate.
- I'd also like to thank those who are joining us by phone from across the province and internationally.
- I am excited that this group has come together and look forward to hearing from each of you and tapping into your respective expertise to inform our work moving forward.
- The international education market is highly competitive and, in order to take advantage of the significant economic, social and cultural benefits internationalization can provide to our province and its communities, it is imperative that stakeholders and the Government work collaboratively.
- In many ways, British Columbia has already had significant success in the international education market, with about 94,000 people choosing to study in BC annually.
- However, Canada has about 4% of the market share of the 3.3 million internationally mobile students worldwide, compared with 7% for Australia, 12% for the UK and 20% for the US.
- And, in recent years, our market share has shrunk relative to that of the United States, Australia, and the United Kingdom.
- Moving forward, if BC is to be a viable competitor in the international education market, we need a targeted, coordinated, and strategic approach



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### Meeting of the International Education Project Council

that takes advantage of the growth opportunities, and maximizes the economic, social and cultural benefits for BC communities and families.

- That is why the Province is developing a full International Education Strategy. And that is why we've brought this Council together to help finalize the Strategy and develop its implementation plan by December 31, 2011. While deadlines are tight, I believe this is achievable.
- We have set an aggressive target of increasing the number of international students studying in British Columbia by 50% over four years.
- I want to make it clear, however, that the International Education Strategy is not simply about increasing the quantity of international students studying in BC.
- We need to ensure that the high quality of education delivered across our province is maintained. We need to work with institutions and communities to ensure they have the tools necessary to support the needs of international students. And we need to build meaningful, long-term educational, economic and social ties with international jurisdictions.
- International education provides important social and cultural benefits, contributing greatly to the inter-cultural diversity of our campuses and communities.
- And British Columbians who pursue educational opportunities abroad also experience rich and diverse cultures, helping to create a global citizenry that is necessary in today's globalized world.
- The Project Council will play a crucial part in the strategy as it identifies key priority actions over different phases, roles and responsibilities, funding options and outcomes. The work that you do will lay the groundwork for positive change that will have a permanent impact in our province.
- When I look at the International Education marketplace in our province, I see so many examples of success. I believe that, together, we can build on

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**Meeting of the International Education Project Council**

these successes, and develop a coordinated and targeted approach to further developing International Education in our province.

- Thank you again for agreeing to participate in this important government priority.
- I would now like to turn it over to Deputy Minister and Council Chair, Cheryl Wenezenki-Yolland.



## INTERNATIONAL EDUCATION PROJECT COUNCIL Meeting #2 Speaking Points

### AGENDA OVERVIEW (DEPUTY MINISTER)

- Welcome. As timelines are tight, I want us to reach some firm outcomes in the 2 hours we have today.
- We'll quickly comment on the research data previously provided to the Project Council. Following our last meeting, the Project Team sent you a number of research / data related documents. We also committed to follow-up concerning some research and data on capacity.
- As staff began the research on capacity, we realized there are some research gaps. What we need to decide today is what research needs to be completed now, and what research can wait and be part of the strategy and implementation plan.
- Second, the Project Council needs to come to an agreement concerning the proposed Discussion Tables. If feedback received from these tables is to inform the strategy and implementation plan, they need to take place in the coming weeks. The Project Council needs to reach agreement concerning who is participating in these tables, or whether certain groups can be consulted as part of the implementation process. Additionally, we need to decide upon the role of the Project Council in the Discussion Tables.
- Third, we need to leap right into a substantive discussion on strategic priority actions. I'd like us to work together to identify short, medium and long-term actions related to each government-endorsed priority.

- Finally, if time allows, I'd like for the group to start the task of identifying potential deliverables / outcomes, related to each action.
- I'll now turn it over to Adam Molineux, Director of International Education, who will guide us through the items we have to cover today.

### **RESEARCH DATA** (ADAM MOLINEUX)

- To-date, the Project Council has been provided with a variety of data, including:
  - Key Target Market Analysis
  - International Student Factsheet
  - A slide-deck concerning international students in B.C;
  - projected labour market shortages;
  - Information on International Student activity in Public institutions; and,
  - Transition Data (high school to post-secondary)
- We are working to obtain further data on the capacity of B.C.'s post-secondary system and will provide you with data as soon as possible.
- If you do have any concerns or questions, please contact the Project Team with your questions.
- If there is specific data that the Project Council feels is a requirement for the strategy and implementation plan to be completed, please let me know, or contact the Project Team.

### **DISCUSSION TABLES** (ADAM MOLINEUX)

- As per the Terms of Reference, the International Project Council is responsible for conducting a series of discussion tables with

educational institutions (public and private), business, communities, students and other stakeholders that have an interest / role in international education and related activities.

- The purpose of these discussion tables is to provide the Project Council with feedback that will assist in the completion of the strategy and implementation plan. These discussion tables will not be the only opportunity for consultation, as I expect broader consultations on the strategy and implementation plan will take place in the New Year.

- Provided to you prior to the meeting was an overview of the Ministry's suggestions concerning these discussion tables.

- As you can see, given the timeframes, I propose these tables take place in the coming weeks.

- And although face-to-face discussions would be ideal, I think we'll have to rely on virtual means to make this happen.

- Where I'd like to receive the Project Council's input is in regards to the make-up and number of discussion tables.

- We could decide to proceed with tables based upon the geographic location, or by stakeholder group. In either case, we also have to determine how many tables should take place.

- Does anyone have comments in regards to either suggestion, or is there another format that we should consider? Are there other forums that we could tap into, to help us complete the discussion tables?

*[Discussion]*

- If we're in agreement concerning the make-up and number of tables, we need to reach a decision on how specific participants are chosen.

- I suggest that we work through those organizations that represent the interests of the particular stakeholder groups. Are there any concerns with this approach, or suggestions on other ways to identify individual participants?

*[Discussion]*

- Finally, before we move on, I'd like to get your thoughts on the Project Council's participation in the Discussion Tables. As outlined in the 1 pager, I suggest that at least one project Council member participate on each table, in order to lead and facilitate discussion. If possible, I'd like to see if we can get volunteers for each table we've identified. If we're unable to identify volunteers, the Tables will be facilitated by the Project Team.

*[Canvass project council]*

- Thank you for volunteering. The Project Team will be in touch with each of the volunteers in order to try and schedule these discussion tables as soon as possible.

**STRATEGY PRIORITIES AND ACTIONS** (ADAM MOLINEUX)

- I'd like to spend the majority of our remaining time discussing potential actions (short, medium and long-term) related to each of the government endorsed strategic priorities.
- Generally speaking, I think of our long-term strategic actions as taking place anytime from the 4<sup>th</sup> year, onwards. Our medium-term actions would occur between the 2<sup>nd</sup> and 4<sup>th</sup> year. And our short-term actions would be implemented between now and two years out. That being

said, what is determined as short-term, medium-term or long-term will largely be based upon the strategic action involved.

- The Strategic Actions are up on the screen in front of you. For those of you on the phone, this document was provided to you by email, earlier this week.

- The document reiterates the goals and strategic priorities that were previously endorsed by Government and provided to the Project Council prior to the last meeting (Note: items labelled as “strategic priorities” were labelled as ‘actions’ on the document previously provided).

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- After we’ve identified specific actions, we’ll need to then identify deliverables / performance measurements for each.

- I’d like us to run through each strategic priority now, and identify focused actions to advanced the goal and achieve outcomes. There doesn’t necessarily need to be a long list of actions for each priority.

- My hope is we can identify actions (short-term, medium-term, and long-term) for each priority by the end of our time today. At a later stage, the Project Council can look at phasing for each action.

*[Sequentially review each strategic priority listed on the hand-out]*



**PRIORITY DELIVERABLES – IF TIME AVAILABLE** (ADAM MOLINEUX)

- In the little time that we have left, I'd like to begin the discussion of specific deliverables / targets related to each action we've just identified.

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- Rather than running through the list sequentially, does anyone have any suggested, specific deliverables / targets for any of the actions the group identified?

*[Group discussion]*

- Discussion on deliverables / targets will take up the majority of our next meeting.

**QUESTIONS & NEXT STEPS** (DEPUTY MINISTER)

- Thank you for your contribution to today's meeting. I'd like to briefly run through the outcomes from today's meetings.

*[Summarize outcomes reached – Project Team members in attendance will keep notes on outcomes achieved]*

- Our next meeting is scheduled for November 30<sup>th</sup>, from 2:00pm to 4:00pm. Please confirm your participation with the Project Team.
- I anticipate the majority of that session will be taken up with discussion about specific deliverables / outcomes for each action.
- In the interim, the Project Team will be in touch with each of you, providing additional data where possible, and following-up in regards to the planning of the Discussion Tables.
- Additionally, the Project Team will be requesting a brief biography (1 paragraph) from each of you, as we would like to post information on the Project Council on the Ministry of Advanced Education website.
- Are there any questions or final comments before we wrap up the meeting?



## INTERNATIONAL EDUCATION PROJECT COUNCIL Deputy Minister's Speaking Points

### AGENDA OVERVIEW

- Welcome. As timelines are tight, I want us to reach some firm outcomes in the 2 hours we have today.
- I'd like to quickly comment on the research data previously provided to the Project Council. Following our last meeting, the Project Team sent you a number of research / data related documents. We also committed to follow-up concerning some research and data on capacity.
- As staff began the research on capacity, we realized there are some research gaps. What we need to decide today is what research needs to be completed now, and what research can wait and be part of the strategy and implementation plan.
- Second, the Project Council needs to come to an agreement concerning the proposed Discussion Tables. If feedback received from these tables is to inform the strategy and implementation plan, they need to take place in the coming weeks. The Project Council needs to reach agreement concerning who is participating in these tables, or whether certain groups can be consulted as part of the implementation process. Additionally, we need to decide upon the role of the Project Council in the Discussion Tables.
- Third, we need to leap right into a substantive discussion on strategic priority actions. I'd like us to work together to identify short, medium and long-term actions related to each government-endorsed priority.

- Finally, if time allows, I'd like for the group to start the task of identifying potential deliverables / outcomes, related to each action.

### RESEARCH DATA

- To-date, the Project Council has been provided with a variety of data, including:

- Key Target Market Analysis
- International Student Factsheet
- A slide-deck concerning international students in B.C;
- projected labour market shortages;
- Information on International Student activity in Public institutions; and,
- Transition Data (high school to post-secondary)

- We are working to obtain further data on the capacity of B.C.'s post-secondary system and will provide you with data as soon as possible.

- If you do have any concerns or questions, please contact the Project Team with your questions.

- If there is specific data that the Project Council feels is a requirement for the strategy and implementation plan to be completed, please let me know, or contact the Project Team.

### DISCUSSION TABLES

- As per the Terms of Reference, the International Project Council is responsible for conducting a series of discussion tables with educational institutions (public and private), business, communities, students and other stakeholders that have an interest / role in international education and related activities.

- The purpose of these discussion tables is to provide the Project Council with feedback that will assist in the completion of the strategy and implementation plan. These discussion tables will not be the only opportunity for consultation, as I expect broader consultations on the strategy and implementation plan will take place in the New Year.
- Provided to you prior to the meeting was an overview of the Ministry's suggestions concerning these discussion tables.
- As you can see, given the timeframes, I propose these tables take place in the coming weeks.
- And although face-to-face discussions would be ideal, I think we'll have to rely on virtual means to make this happen.
- Where I'd like to receive the Project Council's input is in regards to the make-up and number of discussion tables.
- We could decide to proceed with tables based upon the geographic location, or by stakeholder group. In either case, we also have to determine how many tables should take place.
- Does anyone have comments in regards to either suggestion, or is there another format that we should consider? Are there other forums that we could tap into, to help us complete the discussion tables?

*[Discussion]*

- If we're in agreement concerning the make-up and number of tables, we need to reach a decision on how specific participants are chosen.
- I suggest that we work through those organizations that represent the interests of the particular stakeholder groups. Are there any concerns

with this approach, or suggestions on other ways to identify individual participants?

*[Discussion]*

- Finally, before we move on, I'd like to get your thoughts on the Project Council's participation in the Discussion Tables. As outlined in the 1 pager, I suggest that at least one project Council member participate on each table, in order to lead and facilitate discussion. If possible, I'd like to see if we can get volunteers for each table we've identified. If we're unable to identify volunteers, the Tables will be facilitated by the Project Team.

*[Canvass project council]*

- Thank you for volunteering. The Project Team will be in touch with each of the volunteers in order to try and schedule these discussion tables as soon as possible.

**STRATEGY PRIORITIES AND ACTIONS**

- I'd like to spend the majority of our remaining time discussing potential actions (short, medium and long-term) related to each of the government endorsed strategic priorities.
- Generally speaking, I think of our long-term strategic actions as taking place anytime from the 4<sup>th</sup> year, onwards. Our medium-term actions would occur between the 2<sup>nd</sup> and 4<sup>th</sup> year. And our short-term actions would be implemented between now and two years out. That being said, what is determined as short-term, medium-term or long-term will largely be based upon the strategic action involved.

- The Strategic Actions are up on the screen in front of you. For those of you on the phone, this document was provided to you by email, earlier this week.
- The document reiterates the goals and strategic priorities that were previously endorsed by Government and provided to the Project Council prior to the last meeting (Note: items labelled as “strategic priorities” were labelled as ‘actions’ on the document previously provided).

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- After we’ve identified specific actions, we’ll need to then identify deliverables / performance measurements for each.
- I’d like us to run through each strategic priority now, and identify focused actions to advanced the goal and achieve outcomes. There doesn’t necessarily need to be a long list of actions for each priority.
- My hope is we can identify actions (short-term, medium-term, and long-term) for each priority by the end of our time today. At a later stage, the Project Council can look at phasing for each action.

*[Sequentially review each strategic priority listed on the hand-out]*



**PRIORITY DELIVERABLES** (if time allows)

- In the little time that we have left, I'd like to begin the discussion of specific deliverables / targets related to each action we've just identified.

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- Rather than running through the list sequentially, does anyone have any suggested, specific deliverables / targets for any of the actions the group identified?

*[Group discussion]*

- Discussion on deliverables / targets will take up the majority of our next meeting.

**QUESTIONS & NEXT STEPS**

- Thank you for your contribution to today's meeting. I'd like to briefly run through the outcomes from today's meetings.

*[Summarize outcomes reached – Project Team members in attendance will keep notes on outcomes achieved]*

- Our next meeting is scheduled for November 30<sup>th</sup>, from 2:00pm to 4:00pm. Please confirm your participation with the Project Team.

- I anticipate the majority of that session will be taken up with discussion about specific deliverables / outcomes for each action, as well as discussion on funding options for the strategy.
- In the interim, the Project Team will be in touch with each of you, providing additional data where possible, and following-up in regards to the planning of the Discussion Tables.
- Additionally, the Project Team will be requesting a brief biography (1 paragraph) from each of you, as we would like to post information on the Project Council on the Ministry of Advanced Education website.
- Are there any questions or final comments before we wrap up the meeting?



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## INTERNATIONAL EDUCATION PROJECT COUNCIL Meeting #5 Speaking Points

### INTRODUCTION – Deputy Minister

- Welcome. Thank you for joining us for the last scheduled meeting of the Project Council.
- Before we get started, let's quickly do a round-table so everyone is aware of who is participating today.

### *[Complete round-table introductions]*

- Before we move on, I want to quickly provide a closing comment on the roles and responsibilities discussion from Friday. As I mentioned, I believe there are roles to play for everyone.
- Rather than providing a formal table outlining these details, I think it makes more sense to highlight the overall governance framework, in paragraph form, within the opening text of the Strategy.
- Adam and his team are developing this language, which will be vetted by all members of the Project Council in the coming week.
- The focus of today will be two-fold. First, we need to work together to identify deliverables, related to the identified actions. The two-hours we have today will not allow us to get through everything. For this reason, Adam and his team will be following up before Christmas, to get feedback from all Project Members in regards to deliverables associated with each action.

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- The draft strategy will be then sent, in its entirety, to all Project Council members, for final comments.
- For this reason, I would appreciate it if you could work around your holiday schedule to make yourself available for these follow-up meetings.
- I think it is critical that today, we also come to an understanding in regards to funding principles for the strategy. I've tabled a document outlining some suggested principles that I hope we can come to agreement on.
- Before we start the discussion, are there any questions?
- Ok. I'd like to hand it over to Susan and Adam to guide us through a discussion on deliverables.

**DISCUSSION ON DELIVERABLES** - Susan Brown & Adam Molineux

**FUNDING** – Deputy Minister

- As I indicated at the start of our meeting, I believe we need to come to agreement in regards to the funding principles for this strategy.
- The details of the strategy aren't sufficiently developed for us to begin determining specific costs.
- What we can do here, however, is come to an agreement on how we approach funding for the Strategy and its implementation.

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- The first point where I think there is unanimous agreement is that the international education strategy should, in no way, negatively impact domestic students.
- In fact, the strategy needs to be developed in such a way that it helps to further enhance the educational and cultural experience of our domestic students and communities.
- I believe a second point of agreement is that we need sustainable funding if we are truly going to be successful at the internationalization of education in BC.
- Currently, international students cover the cost of their education, and the fees they pay, go to programs and supports that also benefit domestic students.

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- As we have discussed, the strategy is not only about the public post-secondary system, but also about the K-12 system and private institutions. For this reason, we are examining options for funding from the private sector and the K-12 system to ensure that the benefits of the strategy can be extended to those sectors.
- I'd appreciate your comments in regards to these suggestions.

*[Discussion re. Funding Strategy]*

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**ROLE OF THE PROJECT COUNCIL MOVING FORWARD – Deputy Minister**

- As this is our last meeting, we need to come to agreement on the role, if any of the project council moving forward. This group brings together a breadth of experience and views, which I think could play an important role in the implementation of the strategy.
- For this reason, I suggest that we plan to meet 2-3 times in the coming year for the purposes of reviewing the implementation of the strategy together, and helping identify further recommendations.
- If we can agree there is a role for the Project Council moving forward, I'd like to also pose the question as to whether we currently have the right mix of participants on the Project Council, or whether our membership should, in some way, be modified.

*[Discussion]*

**DISCUSSION ON FINALIZING THE STRATEGY – Adam Molineux**

**QUESTIONS & NEXT STEPS – Deputy Minister**

- Thank you for your contribution to today's meeting.
- And thank you for your efforts since our first meeting, in helping us reach this point.
- The Minister hoped to thank you, in person, for your contributions. Unfortunately, her schedule did not allow her to be here today.

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- I look forward to the further development and implementation of the ideas that the Project Council has put forward.
- Are there any questions or final comments before we wrap up the meeting?





**AGENDA ITEM 1: UPDATE ON THE INTERNATIONAL EDUCATION STRATEGY AND IMPLEMENTATION PLAN**

- Thank you for joining me today for another meeting of the International Education Project Council.
- Before we get started, I'd like to welcome Janice Larson, the Ministry's new Executive Director of International Education.
- Janice is quickly getting up to speed on the international education file and looks forward to meeting all of you in the coming weeks and months.
- I'd also like to reiterate my thanks to the Project Council for their work during the fall to help complete the report that went to Minister Yamamoto on December 30<sup>th</sup>.
- I'd like to hand it over to Adam now, for a brief update on the status of the Strategy and Implementation Plan.

**[ADAM TO LEAD]**

- The recommendations within that report have been approved by the Minister, and are now being incorporated into the International Education Strategy and Implementation Plan.
- The Strategy and Implementation Plan are still undergoing internal reviews and we're working towards a public release of the document by winter's end.
- As discussed in December, detailed roll-out plans for each action need to be developed, which will begin shortly.
- These roll-out plans are where we will get into specifically defining roles and responsibilities across the sector.
- I'd like to specifically mention that as BCCIE is currently developing a business plan based upon its revised mandate, any specific role for that organization in the

INTERNATIONAL EDUCATION PROJECT COUNCIL

February 6, 2012

Deputy Minister's Speaking Points

implementation of the Strategy will be determined at a later date, in the context of that business plan.

- If there are no questions, I'd like to hand it back to Cheryl to lead the discussion on funding for the Strategy and its implementation.

**[CHERYL TO LEAD]**

- We're here today as the Project Council requested the opportunity to meet again in order to discuss some outstanding issues, including potential strategy funding models and the future of the Project Council.
- As has been the case from the start, we're working under tight timelines so we need to ensure that today's discussion is productive and we arrive at some concrete recommendations on these two issues by the end of today's meeting.
- Before we move on to a discussion on funding, are there any questions?

**AGENDA ITEM 2: FUNDING MODELS**

- As I'm sure you remember, during our last meeting we came to general agreement on funding principles for the Strategy.
- These principles should be the starting point for our discussion today.
- First, a source of sustainable funding needs to be determined.

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- I would like everyone to have an opportunity to contribute to this discussion, so I'd like to start by going around the table, and then we can open it up for a broader conversation.

[Discussion]

- If there are no further comments on the funding discussion, I'd like to hand it over to Adam to lead a brief discussion on the future of the Project Council.

**AGENDA ITEM 3: CONSIDERATION OF THE FUTURE ROLE OF THE PROJECT COUNCIL**

**[ADAM TO LEAD]**

- In the little time we have left, I'd like to discuss the future role of this Project Council.
- We recognize the value of the combined experience and expertise within this group, and want to make sure that it is utilized to benefit international education in B.C. on an ongoing basis.
- For this reason, the Ministry proposes that the Project Council continue, in an ad-hoc, advisory capacity during Strategy implementation, as requested by the Minister of Advanced Education.

INTERNATIONAL EDUCATION PROJECT COUNCIL

February 6, 2012

Deputy Minister's Speaking Points

- I'd appreciate hearing your thoughts, one-by-one, on how you feel the Project Council can best contribute moving forward, or whether you feel the Council has met its objectives and should be wrapped up.

[Discussion]

**AGENDA ITEM 4: QUESTIONS / NEXT STEPS**

[ CHERYL TO CLOSE]

- As mentioned at the beginning of the meeting, we anticipate the launch of the Strategy by the end of winter.
- We will continue to be in touch with Project Council members as we develop roll-out plans for the identified actions.
- We also anticipate the opportunity for further engagement to discuss the funding model for the strategy.
- In the meantime, if you have any questions or concerns, please don't hesitate to contact me.

END

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## INTERNATIONAL EDUCATION PROJECT COUNCIL Meeting #3 Speaking Points

### AGENDA OVERVIEW

- Welcome. Thank you to those who have joined us in-person today, and to those joining by phone.
- Let's quickly do a round-table so everyone is aware of who is participating today.

*[Complete round-table introductions]*

- Since our last meeting, we've had the opportunity to conduct one-on-one follow ups with some Project Council members on how to move forward on this strategy. I want to thank you for your time and contribution to these discussions.
- Today's meeting is extremely important as we're now at the point where we can identify some firm actions that can be undertaken to help us achieve our objectives.
- Before we jump into the substantive discussion, we have a few other agenda items to quickly cover.
- First, Vincent Portal, Director of Corporate Policy in the Ministry of Advanced Education, is joining us to provide a brief overview of the successes of the Premier's recent mission to China and India, which I know some of you were part of.
- Second, Adam Molineux will quickly go over some of the details of the proposed Discussion Tables, which we plan to schedule over the next

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two to three weeks. Additionally, he'll provide an update on the capacity research underway.

- After this, I would like the group to jump back into the process of identifying concrete actions related to each strategic priority.
- I felt our last discussion was productive. However, we need to take the next step and identify concrete action items. Our objective is to identify three key actions that should be undertaken, related to each strategic priority identified.
- If we have time, following this discussion, I'd like us to begin the next step, which is identifying deliverables, short-term, medium-term and long-term, related to each action.
- Finally, the Project Team will provide a very brief overview of the form suggested for the final report which will be provided by the Project Council to the Minister of Advanced Education.
- I'll now hand it over to Vincent Portal for an overview of the Premier's Mission to China and India.

#### **QUESTIONS & NEXT STEPS** (DEPUTY MINISTER)

- Thank you for your contribution to today's meeting. I'd like to briefly run through the outcomes from today's meetings.

*[Summarize outcomes reached – Project Team members in attendance will keep notes on outcomes achieved]*

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- Our next meeting is scheduled for December 14<sup>th</sup>, from 10:00am to noon. Please confirm your participation with the Project Team as soon as possible.
- I anticipate that we will be scheduling an additional meeting prior to mid-December, in order to cover off all aspects of the Strategy and Implementation Plan.
- In the interim, the Adam Molineux will be in touch with each of you again, to continue the discussions we are having today.
- Are there any questions or final comments before we wrap up the meeting?





MINISTRY OF ADVANCED EDUCATION

BRIEFING NOTE

Date: Jan 18, 2012  
Cliff# 89726  
File# 280-20/BN  
INTER 2012 X 200-  
20/IEPC  
Version #

**PREPARED FOR:** Honourable Naomi Yamamoto  
Minister of Advanced Education

**ISSUE:** M/DM Meeting -- Thursday, January 19 - International Education Strategy and Implementation Plan

**BACKGROUND:**

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**FOR DISCUSSION:**

**Items for information:**

*1. Overview of Strategy submission by the International Education Project Council*

• The Ministry of Advanced Education, in collaboration with partner ministries, is refining the Project Council's report into a Cabinet Submission with a finalized Strategy and Implementation Plan. A draft copy of these documents will be provided to partner ministry staff for review on Friday, January 20. These documents will then be reviewed by the Deputy Ministers' Committee on Jobs and Economic Growth on January 30.

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Page 296 redacted for the following reason:

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The Minister will be provided with an annotated agenda for this meeting, including speaking points. A pre-brief meeting with the Minister is scheduled immediately prior to the Teleconference.

**For Decision:**

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Attachment

|              |  |                           |    |
|--------------|--|---------------------------|----|
| Prepared by: | Adam Molineux, A/Director<br>International Education | Approved by:              |    |
| Phone #:     | (250) 588-8703                                       | Executive Director        | SB |
|              |  | Assistant Deputy Minister | DM |
|              |  | Deputy Minister           |    |



## Progress Report

**Ministry:** Jobs, Tourism and Innovation

**Date:** January 18, 2012

**Issue:** Update on the International Education Strategy and Implementation Plan

S12

### Action Taken and Outcomes:

- An International Education Project Council (Project Council) was established in October 2011 to assist the Province in finalizing an International Education Strategy and Implementation Plan by December 2011.
- The Project Council held five meetings between October 31 and December 14, 2011 for the purposes of developing its recommendations concerning the International Education Strategy.

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Pages 300 through 301 redacted for the following reasons:

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S12







## Progress Report

**Ministry:** Community, Sport and Cultural Development

**Date:** January 18, 2012

**Issue:** Update on International Education Strategy and Implementation Plan

S12

### Action Taken and Outcomes:

- An International Education Project Council (Project Council) was established in October 2011 to assist the Province in finalizing an International Education Strategy and Implementation Plan by December 2011.
- The Project Council held five meetings between October 31 and December 14, 2011 for the purposes of developing its recommendations concerning the International Education Strategy.

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Pages 304 through 305 redacted for the following reasons:

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## Progress Report

**Ministry:** Education

**Date:** January 18, 2012

**Issue:** Ministers' Update on the International Education Strategy and Implementation Plan

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### Action Taken and Outcomes:

- An International Education Project Council (Project Council) was established in October 2011 to assist the Province in finalizing an International Education Strategy and Implementation Plan by December 2011.
- The Project Council held five meetings between October 31 and December 14, 2011 for the purposes of developing its recommendations concerning the International Education Strategy.

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Pages 308 through 309 redacted for the following reasons:

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## MINISTRY OF ADVANCED EDUCATION

Date: Dec 09, 2011  
Cliff# 89384  
File# 280-20/INT  
2011 X 200-20/IEPC

### BRIEFING NOTE

**PREPARED FOR:** Cheryl Wenezenki-Yolland  
Deputy Minister of Advanced Education

**ISSUE:** Meeting with Dr. Amit Chakma, Chair of the Advisory Panel on Canada's International Education Strategy – December 13, 2011.

### BACKGROUND:

A Federal Advisory Panel on international education was created to provide recommendations on how to develop and implement Canada's international education strategy and to reinforce Canada as a country of choice in which to study and conduct world-class research. Dr. Chakma, Chair of the Federal Advisory Panel, is hosting cross-Canada engagement events to seek views on how provinces and territories would like to be involved in the work of the Federal Advisory Panel. An event in Vancouver is scheduled for December 13. Dr. Chakma will also travel to Victoria on December 13 to meet with the Deputy Ministers of Education and Advanced Education. This meeting is an opportunity for British Columbia to provide input to Canada's international education strategy and to reiterate the importance of the federal advisory panel working collaboratively with provinces and territories throughout the development of the federal international education strategy.

To help ensure British Columbia's strategy is aligned with the work of the Federal Advisory Panel, Dr. Don Wright, President of British Columbia Institute of Technology and member of the Federal Advisory Panel, is included as a member of British Columbia's Project Council (Project Council).

### KEY ISSUES:

- Project Council members have emphasized the need to coordinate with provinces/territories on cross-jurisdictional initiatives, including the Council of the Federation (CoF) International Education Marketing Plan and to use the CoF plan as the platform for action.
- British Columbia believes we need to work together to protect and enhance Canada's reputation as a provider of high-quality educational opportunities and to strengthen quality assurance to retain our competitive advantage. British Columbia's Education Quality Assurance Designation is Canada's first and only provincial brand of quality for post-secondary education and may be a model for other jurisdictions.
- The Project Council has recommended several key actions that require further collaboration with the federal government to ensure there are linkages and synergies with federal initiatives, including its international education strategy and the Canada Brand.
  - Greater efficiency in visa processing - build on the success of the Student Partners Program, which has seen more Indian students come to Canada and British Columbia as

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a result of increased approval rates of study visas. Similar pilot programs where our key target markets are aligned are desired. Additionally, anecdotal evidence indicates that prospective international students from select countries (Saudi Arabia, for example) are experiencing delays in study permit processing. At present, Saudi Arabia is apparently prolonging the processing of Canadian visas as a retaliatory move to protest what it says are too-slow processing of Saudi visas. Collaboration with the federal government to identify such issues and seek ways to enhance processing efficiency would result in higher international student satisfaction rates and an increase in the number of international students coming to Canada and British Columbia to study.

- **Leverage Canada Brand** - British Columbia recognizes the importance of working with the federal government to leverage the Canada Brand as it is the "country" that is the primary factor in the decision-making process for international students who are identifying potential study destinations. We need to work together to raise the profile of the Canada Brand and ensure that quality is at the heart of the brand.
- **Welcoming the "best and brightest"** – The economic prosperity of Canada relies on our ability to attract and retain the "best and brightest" in all levels of study. British Columbia needs to work with the federal government to ensure we are attracting the "best and brightest" international students to enter studies in all fields, including vocational and trades-related programs and not solely focused on graduate / PhD levels.
- **Improving career and residency pathways for international students studying in key fields, including trades** - Lift the cap on the British Columbia Provincial Nominee Program to provide international students studying in in-demand occupations greater opportunity to apply for permanent residency after the completion of their studies.
- **Creating more opportunities for international students to work during and after their studies** - British Columbia and Citizenship and Immigration Canada (CIC) launched a two-year pilot on January 31<sup>st</sup>, 2011 to provide international students at some of British Columbia's private career training institutions to gain Canadian work experience after graduation. Until now, only international students at public universities and colleges and private degree-granting institutions were able to apply for the post-graduation work permit. British Columbia would welcome discussions with CIC to make this pilot part of regular programming.
- **Recognizing distance learning as a potential pathway** –Currently, international students attending blended learning programs (mix of distance learning and face to face) are ineligible to work in Canada after their studies as CIC considers this program "distance learning".

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Attachments

CONTAINS INFO  
To be publicly  
RELEASED



Prepared by: David Chow, Senior Policy  
Advisor  
International Education  
Phone #: 250-387-3639

Approved by:  
Director AM  
Executive Director SB  
Assistant Deputy Minister DM



## INTERNATIONAL EDUCATION KEY FACTS

Number of international students in British Columbia (by source country)

Of the 39,000 students in public and private post-secondary institutions, 29,000 are in Lower Mainland/Southwest; 4,300 Vancouver Island/Coast; 3,900 Thompson Okanagan; 600 Kootenay; and 700 Northern BC.

| BC International Student Headcount by source country 2009/10 |                       |                        |                  |                                  |                  |             |
|--|-----------------------|------------------------|------------------|----------------------------------|------------------|-------------|
| Country  | Public Post-Secondary | Private Post-Secondary | Language Schools | Elementary and Secondary Schools | Total: All Types | Percentages |
| Korea  | 2,000                 | 600                    | 9,200            | 6,100                            | 17,900           | 19.04%      |
| China  | 9,000                 | 3,500                  | 1,000            | 1,900                            | 15,400           | 16.38%      |
| Japan  | 1,500                 | 1,200                  | 7,600            | 800                              | 11,100           | 11.81%      |
| Saudi Arabia   | 1,400                 | 1,200                  | 4,000            | -                                | 6,600            | 7.02%       |
| Brazil   | 200                   | 300                    | 4,700            | 300                              | 5,500            | 5.85%       |
| Mexico   | 500                   | 400                    | 3,900            | 500                              | 5,300            | 5.64%       |
| Taiwan   | 800                   | 700                    | 1,500            | 700                              | 3,700            | 3.94%       |
| United States  | 2,000                 | 300                    | -                | 200                              | 2,500            | 2.66%       |
| Germany  | 400                   | -                      | 1,300            | 700                              | 2,400            | 2.55%       |
| Switzerland  | -                     | -                      | 2,200            | -                                | 2,200            | 2.34%       |
| Top Ten Countries  | 17,800                | 8,200                  | 35,400           | 11,200                           | 72,600           | 77.23%      |
| Others   | 10,200                | 2,800                  | 7,600            | 800                              | 21,400           | 22.77%      |
| Total  | 28,000                | 11,000                 | 43,000           | 12,000                           | 94,000           | 100%        |

Source: Ministry of Advanced Education and Ministry of Education

Citizenship and Immigration Canada study permit processing times (by target market, as of October 27, 2011)<sup>1</sup>

|                          |         |
|--------------------------|---------|
| China (Beijing/Shanghai) | 4 weeks |
| Japan (Tokyo)            | 3 weeks |
| Korea (Seoul)            | 5 weeks |
| India (New Delhi)        | 3 weeks |
| Brazil (Sao Paolo)       | 6 weeks |
| Saudi Arabia (Riyadh)    | 6 weeks |

Notes related to processing times:

Processing times are for study permit applications processed by visa offices outside Canada. The times are based on how long it took to process 80 percent of all cases between October 1, 2010, and September 30, 2011 (for complete application packages). Citizenship and Immigration Canada notes that visa offices face different challenges operating in different countries, regions and even in different offices within the same region. For example, mail service in some countries and regions may be slower than in others.

Work permit processing times

Off-Campus Work Permit applications are completed through a Citizenship and Immigration Canada online application system from within Canada. As of December 7, 2011, the processing time for this type of work permit for international students was 29 calendar days.<sup>2</sup>

<sup>1</sup> Source: Citizenship and Immigration Canada, <http://www.cic.gc.ca/english/information/times/temp/students.asp>.

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<sup>2</sup> Source: Citizenship and Immigration Canada, <http://www.cic.gc.ca/english/information/times/temp.asp>.

## MINISTRY OF ADVANCED EDUCATION

### BRIEFING NOTE

Date: Nov 24, 2011  
Cliff# 89514  
File# 280-20/BN  
INTER X 200-20/IEPC  
Version #

**PREPARED FOR:** Honourable Naomi Yamamoto, Minister of Advanced Education;  
Honourable Pat Bell, Minister of Jobs, Tourism and Innovation;  
Honourable George Abbott, Minister of Education; and the  
Honourable Ida Chong, Minister of Community, Sport and Cultural  
Development.

**ISSUE:** Status update on the International Education Strategy.

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An International Education Project Council (Project Council), chaired by the Deputy Minister of Advanced Education, has been established, bringing together representatives from across British Columbia's education sector together with key government partners, business and students (membership attached). The objective of the Project Council is to develop an International Education Strategy and its corresponding implementation plan. These documents will be provided to the Minister of Advanced Education by December 31, 2011.

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Dr. Don Wright, President of British Columbia Institute of Technology was selected as a member of the Federal Advisory Panel on Canada's International Education Strategy. To ensure British Columbia's strategy is aligned with the work of the Federal Advisory Panel, Dr. Wright is included as a member of British Columbia's Project Council.

A Project Team of four staff has been established within the Ministry of Advanced Education to support the work of the Project Council. Additionally, a cross-ministry working group has been identified to ensure ongoing engagement with key ministries.

Premier's recent mission to Asia, where approximately 30 education related agreements with partner institutions were finalized, was supported by the Ministry of Advanced Education. These agreements will strengthen the existing relationships and open the doors for further two way educational exchanges and collaboration.

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Pages 318 through 319 redacted for the following reasons:

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## TRAVEL EXPENSES PROJECT COUNCIL MEMBERS

The following are the reimbursement limits for the specified allowable travel expenses. Please provide all relevant documentation to the Project Council Team (attn: Adam Molineux) at PO Box 9162 Stn Prov Govt, Victoria BC – V8W 9H8.

Original receipts should be submitted with the expense claim (when receipts are required).

For the purposes of this document, "Traveller" shall include Project Council members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

**1. Meal Allowances:**

Where meals are not provided, the amounts that may be claimed for meals will be based on the following rate:

**RATES**

|                           |         |   |
|---------------------------|---------|---|
| Breakfast only            | \$22.00 | Claim if travel starts before 7:00 AM or ends after 7:00AM        |
| Lunch only                | \$22.00 | Claim if travel starts before 12:00 noon or ends after 12:00 noon |
| Dinner only               | \$28.50 | Claim if travel starts before 6:00 PM or ends after 6:00PM        |
| Breakfast and lunch only  | \$30.00 | See above   |
| Breakfast and dinner only | \$36.50 | See above   |
| Lunch and dinner only     | \$36.50 | See above   |
| Full day                  | \$49.00 |   |

**2. Private Vehicle Use:**

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

**3. Taxi and Parking:**

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

**4. Accommodation:**

- The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.
- Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

**5. Airfare:**

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

**6. Miscellaneous Expenses:**

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal internet/phone calls cannot be claimed.



## ACCOMMODATION RATE THRESHOLDS FOR PROJECT COUNCIL MEMBERS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person rate for a standard room will be reimbursed.

| City      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Vancouver | 135 | 135 | 135 | 150 | 150 | 160 | 160 | 160 | 160  | 140 | 140 | 140 |
| Victoria  | 100 | 100 | 100 | 100 | 140 | 140 | 140 | 140 | 140  | 100 | 100 | 100 |

Please "✓" one:

- ☐ Ministry of Education  
☒ Ministry of Advanced Education  
☐ Ministry of Skills Development & Labour

### CAS ORCA ENTRY BATCH HEADER

BRANCH: Research Universities and Health Programs Branch

LOCATION: 2nd floor, 835 Humboldt, St. Ann's Academy

BATCH NUMBER (NAME): AE12JANDSU04

# OF DOCUMENTS: 1

TOTAL \$ VALUE: \$1304.56

ENTERED BY: Shelly Laberge

DATE: Jun. 23, 2012

PHONE NUMBER: 387-6166

◆ Special Instructions to FASB: \_\_\_\_\_

Payment Due Date ( RUSH or EFT only ): \_\_\_\_\_

◆ Please attach ***IN THIS ORDER***: Completed Batch Header, BCAP030 Batch Details Report, invoices/contract payments and supporting documentation.

◆ Send invoices and contracts to: Accounts  
Finance and Administrative Services Branch  
5<sup>th</sup> Floor, 835 Humboldt Street  
P.O. Box 9178, STN PROV GOVT  
Victoria, BC V8W 9H8 Fax: (250) 952-6569

FASB Use Only: (Receipt of completed batch in branch - FASB date stamp)

Report Id: AP030  
Requestor: SALABERG

Advanced Edu on  
Batch Details

Page:  
Run On: 2012/01/20  
At: 09:18:32

Report Parameters

From Batch.....: AE12JANDSU04  
To Batch.....: AE12JANDSU04  
From Batch Date.....:  
To Batch Date.....:  
Include Invoice Comments?.....: No

From Batch : AE12JANDSU04

## Batch Details

To Batch : AE12JANDSU04

From Batch Date:

To Batch Date :

Batch : AE12JANDSU04

Batch Date : 2012/01/23

# 1 Supplier: VERTESI, CATHERINE, DR #2070267/001  
 2350 37TH AVE W  
 VANCOUVER BC V6M1P3

|                              |                                    |                          |                   |
|------------------------------|------------------------------------|--------------------------|-------------------|
| Invoice Type : STANDARD      | Invoice # : JAN122012              | Payment Due : 2012/01/19 | Amount : 1,304.56 |
| Invoice Received: 2012/01/19 | Invoice Date : 2012/01/12          | Pay Group : GEN CHQ      | Balance : 0.00    |
| Goods Received : 2012/01/19  | Approval Status : Approved         | Spec Handling: N         | Remit Code: 00    |
| Validate Status : Validated  | Qualified Receiver: ADAM MOLINEUX  | Pay Alone : No           | Terms : Immediate |
|                              | Expense Authority : BROWN, SUSAN B | Tax Code :               |                   |

Stub Comments : PREMIER'S INTERNATIONAL EDUCATION PROJECT COUNCIL MTGS, NOV 30 AND DEC 14TH, 2011

Distribution

Line Charge Account

GL Date

Amount

Matched PO

PO Reference

Tax Code

|   |   |            |          |  |  |
|---|---|------------|----------|--|--|
| 1 | 019.11225.18110.6005.1100000.000000.0000  | 2012/01/23 | 1,304.56 |  |  |
|   | Line Description: PREMIER'S INTERNATIONAL EDUCATION PROJECT COUNCIL MTGS, NOV 30 AND DEC 14TH, 2011 |            |          |  |  |

Batch: AE12JANDSU04

| Invoice Status  | Amount   | Count |
|-----------------|----------|-------|
| Validated       | 1,304.56 | 1     |
| Batch           | 1,304.56 | 1     |
| Control         | 1,304.56 | 1     |
| Approval Status | Amount   | Count |
| Approved        | 1,304.56 | 1     |
| Batch           | 1,304.56 | 1     |
| Control         | 1,304.56 | 1     |

\*\*\*\*\* End Of Report \*\*\*\*\*

**INVOICE #**

This form is for use by non-BC government employees to claim travel expenses. Refer to the attached Appendix 2 for guidelines and allowable rates. After completion, the individual should forward the original claim form (with letter of agreement and receipts attached) to their ministry financial contact. The qualified receiver will complete and sign the Coding section and forward the claim to Finance, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* shown below.

## Location Code:

Reason for Travel: Meetings Premiers Internat'l Education Project Council - Av. Ed.

| DATE OF TRAVEL<br>20 ____ |    | PLACES TRAVELLED            | PERSONAL VEHICLE USE<br>DISTANCE x KM<br>RATE _____ | BUS/TAXI/<br>AIR/FERRY<br>COSTS | B<br>✓ | L<br>✓ | D<br>✓ | MEALS: | ACCOMMODATION<br>COSTS | MISCELLANEOUS<br>(CAR RENTAL, PHONE, ATM FEES, ETC.)<br>COST DESCRIPTION |             | TOTAL<br>DAILY<br>COSTS |
|---------------------------|----|-----------------------------|---|---------------------------------|--------|--------|--------|--------|------------------------|--|-------------|-------------------------|
| M                         | D  | FROM/TO (ENTER CITY NAMES)  | KM \$   | \$                              |        |        |        | \$     | \$                     | \$   |             | \$                      |
| 11                        | 30 | VANCOUVER<br>VICTORIA (rtn) |   |                                 | ✓      |        |        | 580 16 | 22 - ✓                 |  |             | 602 16                  |
| 12                        | 14 | VANCOUVER<br>VICTORIA       |   |                                 | ✓      |        |        | 533 46 | 22 - ✓                 | ✓ 30   | PARKING     | 702 46                  |
|                           |    |                             |   |                                 |        |        |        |        | ✓ 117 -                | TAXI   |             |                         |
|                           |    |                             |   |                                 |        |        |        |        |                        |  |             |                         |
|                           |    |                             |   |                                 |        |        |        |        |                        |  |             |                         |
|                           |    |                             |   |                                 |        |        |        |        |                        |  |             |                         |
|                           |    |                             |   |                                 |        |        |        |        |                        |  |             |                         |
|                           |    |                             |   |                                 |        |        |        |        |                        |  |             |                         |
|                           |    |                             |   |                                 |        |        |        |        |                        |  | CLAIM TOTAL | 1304 56                 |

Client: 09 Resp: 11225 Svc Line: 13110 STOB: 6005 Proj: 1100000

Qualified Receiver Printed Name

~~Qualified Receiver Signature~~

Jun 20, 2012  
Date

Date \_\_\_\_\_

Expense Authority, Printed Name: Susan Brown- e-sign

Expense Authority Printed Name

*Carder*  
Traveller's Signature

Traveller's Signature

Jan 12, 2012  
Date

Date \_\_\_\_\_

Certified this is a true statement of disbursements made to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.

S22

S22

## Fwd: HeliJet International Inc. - Reservation # Itinerary

S22

S22

Sun, Jan 15, 2012 at 6:25 PM

>>> "HeliJet Reservations" <[passengerservices@helijet.com](mailto:passengerservices@helijet.com)> 11/25/2011 12:15 PM >>>  
 HeliJet Passenger Itinerary | Victoria Harbour: 79 Dallas Road, Victoria  
 BC V8V 1A1 | Vancouver Airport: 5911 Airport Road South, Richmond BC V7B 1B5 |  
 Vancouver Harbour: 455 Waterfront Road W, Vancouver BC V6B 5E8 | Reservations:  
 1.800.665.4354 | website: [www.helijet.com](http://www.helijet.com)

### RESERVATION INFORMATION

Name: VEDTESI, CATHERINE  
 Reservation #: S22  
 Total Charges: 518.00  
 Total Taxes: 62.16  
 Total Amount: 580.16  
 Total Payments: 580.16  
 Balance: 0.00

### ITINERARY

| Date        | Flight | From                      | To                        | Status    |
|-------------|--------|---------------------------|---------------------------|-----------|
| 30 Nov 2011 | 717    | 12:30 - VANCOUVER HARBOUR | 13:05 - VICTORIA HARBOUR  | CONFIRMED |
| 30 Nov 2011 | 728    | 16:30 - VICTORIA HARBOUR  | 17:05 - VANCOUVER HARBOUR | CONFIRMED |

### CHARGES

| Description    | Amount        | Tax          | Total         |
|----------------|---------------|--------------|---------------|
| B - Full Fare  | 239.00        | 28.68        | 267.68        |
| Y - Full Fare* | 279.00        | 33.48        | 312.48        |
| <b>Total</b>   | <b>518.00</b> | <b>62.16</b> | <b>580.16</b> |

### PAYMENT INFORMATION

Transaction Date: 25 Nov 2011  
 Description: Visa  
 Payer: Catherine Vertesi  
 Method: VI  
 Amount: 580.16  
 PO Number:  
 Receipt: 284074  
 Authorization: S22

- Dates -      - Flights -      - Passengers -      - Payment -      - Itinerary -

## Your Confirmed Itinerary

[Print](#)

[Home](#)

All prices are one-way in CAN\$

Please print this page or record the reservation number as confirmation of your reservation.

Reservation Number: S22

Authorization Number:

S22

### Departure Flight

From: VANCOUVER HARBOUR To: VICTORIA HARBOUR Search Date: 30/11/2011

| Flight Date | Flight | Departure | Arrival   |
|-------------|--------|-----------|-----------|
| 30/11/2011  | 717    | 12:30 CXH | 13:05 YWH |

### Return Flight

From: VICTORIA HARBOUR To: VANCOUVER HARBOUR Search Date: 30/11/2011

| Flight Date | Flight | Departure | Arrival   |
|-------------|--------|-----------|-----------|
| 30/11/2011  | 728    | 16:30 YWH | 17:05 CXH |

### Charge Summary

| Description:  | Amount: | Tax:  | Total:        |
|---------------|---------|-------|---------------|
| Fare Class B  | 239.00  | 28.68 | 267.68        |
| Fare Class Y  | 279.00  | 33.48 | 312.48        |
| <b>Total:</b> |         |       | <b>580.16</b> |

Title:

Ms./Mrs.

First Name: Catherine

Last Name:

Vertesi

With Infant: No

Infant Name:

Address Line 1: 2350 West 37th Ave

Address Line 2:

City: Vancouver

Province:

British Columbia

Postal Code: V6M1P3

Country:

Canada

Email:

cvertesi@capilanou.ca

Verify Email:

cvertesi@capilanou.ca

Phone Number: S22

Mobile Number:


S22

Search Select Review Passengers Purchase Seats Itinerary

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



## Booking Information

AIR CANADA Booking Reference: **MIK8Z**

## Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada  
1-888-247-2262

Flight Arrivals and Departures  
1-888-422-7533

Main Contact:  
Mrs Catherine Vertesi  
catherine@vertesi.com  
Mobile: S22  
Work: 1-604-3068448

## Flight Itinerary

| Flight              | From  | To  | Stops | Duration | Aircraft | Fare Type     | Meal |
|---------------------|---|---|-------|----------|----------|---------------|------|
| AC8059 <sup>1</sup> | Vancouver, Vancouver Int'l (YVR)<br>Wed 14-Dec 2011<br>09:00 - Terminal M | Victoria, Victoria Int'l (YYJ)<br>Wed 14-Dec 2011<br>09:24                | 0     | 0hr24    | DH1      | Tango Plus, T |      |
| AC8066 <sup>1</sup> | Victoria, Victoria Int'l (YYJ)<br>Wed 14-Dec 2011<br>13:00                | Vancouver, Vancouver Int'l (YVR)<br>Wed 14-Dec 2011<br>13:25 - Terminal M | 0     | 0hr25    | DH1      | Tango Plus, Q |      |

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

## Passenger Information

1: Mrs Catherine Vertesi : Adult (16+), Ticket Number: 0142102421196

|                 |                      |                  |      |
|-----------------|----------------------|------------------|------|
| Air Canada -    | 103015079            | Meal Preference: | None |
| Aeroplane:      |                      |                  |      |
| Credit Card:    | xxxx-xxxx-xxxx S22   | Special Needs:   | None |
| Seat Selection: | AC8059 3F, AC8066 6F |                  |      |

## Purchase Summary

| Fare Summary   |   | Adult    |
|--|---|----------|
| Passenger Type   |   |          |
| Departing Flight - Tango Plus                            |   | 134.00   |
| Return Flight - Tango Plus                               |   | 289.00   |
| Surcharges   |   | 24.00    |
| Taxes, Fees and Charges                                  |   |          |
| Canada Airport Improvement Fee                           |   | 15.00    |
| Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) |   | 57.15    |
| Air Travellers Security Charge (ATSC)                    |   | 14.25    |
| Total airfare and taxes before options (per passenger)   |   | 533.40   |
| Number of passengers                                     | 1 |          |
| Total  |   | 533.40   |
| RBC Travel Insurance (declined)                          |   | 0.00     |
| Grand Total - Canadian dollars                           |   | \$533.40 |

The following charges (tax inclusive) will appear on your credit card statement:

- Air Canada: \$533.40 (Airfare - per ticket)

Ticket number(s): 0142102421196

## Fare Rules



AIR CANADA



aircanada.com check-in

VERTESI CATHERINE

ECONOMY/E TANGO PLUS

ETKT0142102421196

Frequent Flyer / Voyageur assidu

AC\*E

Flight / Vol

AC 8059 14DEC

From / De

VANCOUVER

Destination

VICTORIA

Boarding time / Heure d'embarquement

08:25 Gate / Porte C35 Seat / Place 03F

WINDOW/HUBLOT

Departure Time / Heure de départ 09:00

Remarks / Observations

Airline use / Usage interne 0028 WCI00671

AIR CANADA

A STAR ALLIANCE MEMBER  
MEMBRE DU RÉSEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

Booking  
Reference:  
MIKR8Z

- \* You may reprint your boarding pass at a Self-service application.
- \* Check the departure screens at the airport to ensure the gate indicated on your boarding pass has not changed.
- \* If you are unable to travel, please return to the aircanada.com Check-in option, where you may cancel your check-in, subject to certain rules and restrictions.
- \* E-ticket customers must be aware of the conditions of contract. Copies are available at the Air Canada counter.

**Bags:**

Hand baggage only - please go directly to security clearance.

Baggage to check in: proceed to Bag Drop, in keeping with the following times:

|                            | Suggested times * | Accepted until * |
|----------------------------|-------------------|------------------|
| Flights within Canada:     | 60 minutes        | 30 minutes       |
| Flights to / from the USA: | 90 minutes        | 60 minutes       |
| International flights:     | 90 minutes        | 60 minutes       |

\* prior to departure time

**Boarding:**

Ensure you have your travel documents. Without them you may not be allowed to board your flight:

- government issued photo ID
- boarding pass

**Security****Hand baggage (carry-on):**

Restrictions apply to liquids, gels and aerosols in carry-on baggage.

For full details, please consult:  
[aircanada.com/security](http://aircanada.com/security)**Passenger baggage must NOT contain dangerous goods such as:**

Compressed gases (aerosols or oxygen cylinders), explosives (fireworks or ammunition), flammable solids or liquids (lighter fuels or matches), radioactive materials, oxidising material (bleach), corrosives (acids, alkalis, mercury or wet cell batteries), magnetized materials, poisons and infectious materials.

**Follow  
3 easy steps  
when you fly:**

① Be sure that all liquids, aerosols and gels are in containers of 100 mL (3.4 oz) or less.

② Place these items in a clear resealable 1 L (1 quart) plastic bag

③ 1 plastic bag per person, placed in the bin

Canada



AIR CANADA



aircanada.com check-in

VERTESI CATHERINE

ECONOMY/E TANGO PLUS

ETKT0142102421196

Frequent Flyer / Voyageur assidu

AC+E

Flight / Vol

AC 8066 14DEC

From / De

VICTORIA

Destination

VANCOUVER

Boarding time / Heure d'embarquement

12:25 Gate / Porte 6

Seat / Place 06F

WINDOW/HUBLOT

Departure Time / Heure de départ 13:00 Remarks / Observations

Airline use / À usage interne 0013 WCI00644

AIR CANADA

A STAR ALLIANCE MEMBER  
MEMBRE DU RÉSEAU STAR ALLIANCE

Boarding Pass | Carte d'accès à bord

- \* You may reprint your boarding pass at a Self-service application.
- \* Check the departure screens at the airport to ensure the gate indicated on your boarding pass has not changed.
- \* If you are unable to travel, please return to the aircanada.com [Check-in](#) option, where you may cancel your check-in, subject to certain rules and restrictions.
- \* E-ticket customers must be aware of the conditions of contract. Copies are available at the Air Canada counter.

**Bags:**

Hand baggage only - please go directly to security clearance.

Baggage to check in: proceed to Bag Drop, in keeping with the following times:

|                            | Suggested times * | Accepted until * |
|----------------------------|-------------------|------------------|
| Flights within Canada:     | 60 minutes        | 30 minutes       |
| Flights to / from the USA: | 90 minutes        | 60 minutes       |
| International flights:     | 90 minutes        | 60 minutes       |

\* prior to departure time

**Boarding:**

Ensure you have your travel documents. Without them you may not be allowed to board your flight:

- government issued photo ID
- boarding pass

**Security****Hand baggage (carry-on):**

Restrictions apply to liquids, gels and aerosols in carry-on baggage.

For full details, please consult:  
[aircanada.com/security](http://aircanada.com/security)

Passenger baggage must NOT contain dangerous goods such as:

Compressed gases (aerosols or oxygen cylinders), explosives (fireworks or ammunition), flammable solids or liquids (lighter fuels or matches), radioactive materials, oxidising material (bleach), corrosives (acids, alkalis, mercury or wet cell batteries), magnetized materials, poisons and infectious materials.

**Follow**  
**3 easy steps**  
**when you fly.**

① Be sure that all liquids, aerosols and gels are in containers of 100 mL (3.4 oz) or less.






② Place these items in a clear resealable 1 L (1 quart) plastic bag.






③ 1 plastic bag per person, placed in the bin.

Canada



VANDERBILT INTERNATIONAL AIRPORT  
 101 SHERRIN LANE  
 VICTORIA BC V8N 1Z1  
 TEL: 250-381-2222  
 FAX: 250-381-2242  
 WWW.VIC.CA  
 250-381-2222  
 PARKING@VIC.CA  
 RPT# 3309  
 12/14/11 13:51 In 7:52 10 Tm# 4982  
 12/14/11 08:02 Out 12/14/11 13:51 Out  
 Total 339403  
 P3 Cashier \$ 22.14  
 Parking Tax \$ 4.55  
 NET \$ 3.21  
 Total Fee \$ 30.00  
 CASH PAID \$ 30.00  
 Cash Tender \$ 40.00  
 CASH COLLECT \$ 40.00  
 Charges Due \$ 10.00  
 THANK YOU  
 PST (PARKING SALES TAX) 21%  
 HST 12%

**Yellow Cab** 250-381-2222 250-381-2242  
 Toll Free: 1-800-808-6881 anywhere in North America  
 Date: 14/12/11 Amount: 60.00  
 Driver: \_\_\_\_\_ Car #: \_\_\_\_\_  
 From: Airport To: 835 Humbolt  






**Yellow Cab** 250-381-2222 250-381-2242  
 Toll Free: 1-800-808-6881 anywhere in North America  
 Date: 14/12/11 Amount: 57.00  
 Driver: \_\_\_\_\_ Car #: \_\_\_\_\_  
 From: 835 Humbolt To: Airport  






## TRAVEL EXPENSES PROJECT COUNCIL MEMBERS

The following are the reimbursement limits for the specified allowable travel expenses. Please provide all relevant documentation to the Project Council Team (attn: Adam Molineux) at PO Box 9162 Stn Prov Govt, Victoria BC – V8W 1H8. If you have any questions regarding expense claims, please contact Adam Molineux at (250) 387-2594, or by e-mail at adam.molineux@gov.bc.ca.

Original receipts should be submitted with the expense claim (when receipts are required).

For the purposes of this document, "Traveller" shall include Project Council members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

**1. Meal Allowances:**

Where meals are not provided, the amounts that may be claimed for meals will be based on the following rate:

**RATES**

|                           |         |   |
|---------------------------|---------|---|
| Breakfast only            | \$22.00 | Claim if travel starts before 7:00 AM or ends after 7:00AM        |
| Lunch only                | \$22.00 | Claim if travel starts before 12:00 noon or ends after 12:00 noon |
| Dinner only               | \$28.50 | Claim if travel starts before 6:00 PM or ends after 6:00PM        |
| Breakfast and lunch only  | \$30.00 | See above   |
| Breakfast and dinner only | \$36.50 | See above   |
| Lunch and dinner only     | \$36.50 | See above   |
| Full day                  | \$49.00 |   |

**2. Private Vehicle Use:**

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

**3. Taxi and Parking:**

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

**4. Accommodation:**

- The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.
- Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

**5. Airfare:**

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

**6. Miscellaneous Expenses:**

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal internet/phone calls cannot be claimed.

## ACCOMMODATION RATE THRESHOLDS FOR PROJECT COUNCIL MEMBERS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person rate for a standard room will be reimbursed.

| City      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Vancouver | 135 | 135 | 135 | 150 | 150 | 160 | 160 | 160 | 160  | 140 | 140 | 140 |
| Victoria  | 100 | 100 | 100 | 100 | 140 | 140 | 140 | 140 | 140  | 100 | 100 | 100 |

**INVOI**

This form is for use by non-BC government employees to claim travel expenses. Refer to the attached *Appendix 2* for guidelines and allowable rates. After completion, the individual should forward the original claim form (with letter of agreement and receipts attached) to their ministry financial contact. The qualified receiver will complete and sign the Coding section and forward the claim to Finance, Accounts for processing. A cheque will be forwarded to the Cheque Mailing Address shown below.

Payee Name: SIMON FRASER UNIVERSITY - PHILIP STEENKAMP Supplier # \_\_\_\_\_ Location Code: \_\_\_\_\_  
Cheque Mailing Address: 8888 UNIVERSITY DRIVE, STRAND HALL 2100, BURNABY, BC V5A 1S6  
Reason for Travel: INTERNATIONAL EDUCATION PROJECT COUNCIL MEETINGS

| DATE OF TRAVEL |    | PLACES TRAVELLED           | PERSONAL VEHICLE USE |      | BUS/TAXI/AIR/FERRY COSTS | B<br>✓ | L<br>✓ | D<br>✓ | MEALS: | ACCOMMODATION COSTS | MISCELLANEOUS (CAR RENTAL, PHONE, ATM FEES, ETC.) |             | TOTAL DAILY COSTS |
|----------------|----|----------------------------|----------------------|------|--------------------------|--------|--------|--------|--------|---------------------|---|-------------|-------------------|
| 20 11/12       |    |                            | DISTANCE x KM        | RATE |                          |        |        |        |        |                     | COST  | DESCRIPTION |                   |
| M              | D  | FROM/TO (ENTER CITY NAMES) | KM                   | \$   | \$                       |        |        |        | \$     | \$                  | \$  |             | \$                |
| 11             | 30 | VANCOUVER - VICTORIA       |                      |      |                          |        |        |        |        |                     |   |             |                   |
|                |    | VICTORIA - VANCOUVER       |                      |      |                          |        |        |        |        |                     | 580 16  | HELJET      | 580 16            |
| 12             | 14 | VANCOUVER - VICTORIA       |                      |      |                          |        |        |        |        |                     |   |             |                   |
|                |    | VICTORIA - VANCOUVER       |                      |      |                          |        |        |        |        |                     | 580 16  | HELJET      | 580 16            |
|                |    |                            |                      |      |                          |        |        |        |        |                     |   | L           |                   |
|                |    |                            |                      |      |                          |        |        |        |        |                     |   |             |                   |
|                |    |                            |                      |      |                          |        |        |        |        |                     |   |             |                   |
|                |    |                            |                      |      |                          |        |        |        |        |                     |   |             |                   |
|                |    |                            |                      |      |                          |        |        |        |        |                     |   |             |                   |
|                |    |                            |                      |      |                          |        |        |        |        |                     |   |             |                   |
|                |    |                            |                      |      |                          |        |        |        |        |                     |   | CLAIM TOTAL | 1160.3            |

Client: 99 Resp: 11227 Svc Line: 9110 STOB: 6005 Proj: 1100000

Adam Molinoux  
Qualified Receiver Printed Name

Qualified Receiver Signature

Feb 15, 2012  
Date

Janice Larson - e-sign  
Expense Authority Printed Name

Traveller's Signature Rey Sauri Date FEB 7, 2012

Certified this is a true statement of disbursements made to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.



- Dates -      - Flights -      - Passengers -      - Payment -      - Itinerary -

## Your Confirmed Itinerary

Print

Home

All prices are one-way in CAN\$

Please print this page or record the reservation number as confirmation of your reservation.

Reservation Number: S22

Authorization Number:

S22

### Departure Flight

From: VANCOUVER HARBOUR To: VICTORIA HARBOUR Search Date: 14/12/2011

| Flight Date | Flight | Departure | Arrival   |
|-------------|--------|-----------|-----------|
| 14/12/2011  | 705    | 08:40 CXH | 09:15 YWH |

### Return Flight

From: VICTORIA HARBOUR To: VANCOUVER HARBOUR Search Date: 14/12/2011

| Flight Date | Flight | Departure | Arrival   |
|-------------|--------|-----------|-----------|
| 14/12/2011  | 720    | 13:30 YWH | 14:05 CXH |

### Charge Summary

| Description:  | Amount: | Tax:  | Total:        |
|---------------|---------|-------|---------------|
| Fare Class Y  | 279.00  | 33.48 | 312.48        |
| Fare Class B  | 239.00  | 28.68 | 267.68        |
| <b>Total:</b> |         |       | <b>580.16</b> |

|                 |                       |                 |                  |
|-----------------|-----------------------|-----------------|------------------|
| Title:          | Mr.                   | Last Name:      | Steenkamp        |
| First Name:     | Philip                | Infant Name:    |                  |
| With Infant:    | No                    | Address Line 2: |                  |
| Address Line 1: | 8888 University Drive | Province:       | British Columbia |
| City:           | Burnaby               | Country:        | Canada           |
| Postal Code:    | V5A 1S6               | Verify Email:   | wongpate@sfu.ca  |
| Email:          | wongpate@sfu.ca       | Mobile Number:  | S22              |
| Phone Number:   | 778-782-5218          |                 |                  |

*Int'l Tonic Project*

- Dates -      - Flights -      - Passengers -      - Payment -      - Itinerary -

## Your Confirmed Itinerary

[Print](#)[Home](#)

All prices are one-way in CAN\$

Please print this page or record the reservation number as confirmation of your reservation.

Reservation Number: S22

Authorization Number:  
S22

### Departure Flight

From: VANCOUVER HARBOUR To: VICTORIA HARBOUR Search Date: 30/11/2011

| Flight Date | Flight | Departure | Arrival   |
|-------------|--------|-----------|-----------|
| 30/11/2011  | 717    | 12:30 CXH | 13:05 YWH |

### Return Flight

From: VICTORIA HARBOUR To: VANCOUVER HARBOUR Search Date: 30/11/2011

| Flight Date | Flight | Departure | Arrival   |
|-------------|--------|-----------|-----------|
| 30/11/2011  | 730    | 17:05 YWH | 17:40 CXH |

### Charge Summary

| Description:  | Amount: | Tax:  | Total:        |
|---------------|---------|-------|---------------|
| Fare Class B  | 239.00  | 28.68 | 267.68        |
| Fare Class Y  | 279.00  | 33.48 | 312.48        |
| <b>Total:</b> |         |       | <b>580.16</b> |

|                 |                       |                 |                  |
|-----------------|-----------------------|-----------------|------------------|
| Title:          | Mr.                   | Last Name:      | Steenkamp        |
| First Name:     | Philip                | Infant Name:    |                  |
| With Infant:    | No                    |                 |                  |
| Address Line 1: | 8888 University Drive | Address Line 2: |                  |
| City:           | Burnaby               | Province:       | British Columbia |
| Postal Code:    | V5A 1S6               | Country:        | Canada           |
| Email:          | wongpate@sfu.ca       | Verify Email:   | wongpate@sfu.ca  |
| Phone Number:   | 778-782-5218          | Mobile Number:  | S22              |



## TRAVEL EXPENSES PROJECT COUNCIL MEMBERS

The following are the reimbursement limits for the specified allowable travel expenses. Please provide all relevant documentation to the Project Council Team (attn: Adam Molineux) at PO Box 9162 Stn Prov Govt, Victoria BC – V8W 0H8. If you have any questions regarding expense claims, please contact Adam Molineux at (250) 387-2594, or by e-mail at adam.molineux@gov.bc.ca.

Original receipts should be submitted with the expense claim (when receipts are required).

For the purposes of this document, "Traveller" shall include Project Council members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

### 1. Meal Allowances:

Where meals are not provided, the amounts that may be claimed for meals will be based on the following rate:

#### RATES

|                           |         |   |
|---------------------------|---------|---|
| Breakfast only            | \$22.00 | Claim if travel starts before 7:00 AM or ends after 7:00AM        |
| Lunch only                | \$22.00 | Claim if travel starts before 12:00 noon or ends after 12:00 noon |
| Dinner only               | \$28.50 | Claim if travel starts before 6:00 PM or ends after 6:00PM        |
| Breakfast and lunch only  | \$30.00 | See above   |
| Breakfast and dinner only | \$36.50 | See above   |
| Lunch and dinner only     | \$36.50 | See above   |
| Full day                  | \$49.00 |   |

### 2. Private Vehicle Use:

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

### 3. Taxi and Parking:

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

### 4. Accommodation:

- The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.
- Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

### 5. Airfare:

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

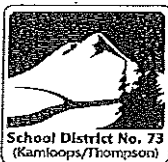
### 6. Miscellaneous Expenses:

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal internet/phone calls cannot be claimed.

# ACCOMMODATION RATE THRESHOLDS FOR PROJECT COUNCIL MEMBERS

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| City      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Vancouver | 135 | 135 | 135 | 150 | 150 | 160 | 160 | 160 | 160  | 140 | 140 | 140 |
| Victoria  | 100 | 100 | 100 | 100 | 140 | 140 | 140 | 140 | 140  | 100 | 100 | 100 |



# SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

1383 Ninth Avenue, Kamloops, BC V2C 3X7  
Telephone: (250) 374-0679 Fax: (250) 372-1183

## INVOICE

### MINISTRY OF EDUCATION PROJECT COUNCIL TEAM

P.O. Box 9162 Stn Prov Govt  
Victoria BC V8W 9H8

Attention: Adam Molineux

Date: January 31, 2012

Invoice: **AR#184**

GST #R119214963

| Description  | Billing Amount |
|--|----------------|
| To invoice for Terry Sullivan for International Education Project Council on December 14, 2011:  |                |
| Airfare  | \$462.25       |
| Hotel  | \$132.90       |
| Taxi (28.50) (30.00)   | \$409.34       |
| Meals (Dinner - Dec 13, Breakfast/Lunch - Dec 14)  | \$52.23        |
| Airport Parking  | \$40.74        |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Research Universities and Health<br/>Programs Branch<br/><br/>FEB 10 2012<br/><br/>Ministry of Advanced Education </div>   |                |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> MINISTRY OF ADVANCED EDUCATION,<br/>TRAINING &amp; TECHNOLOGY<br/>Goods/Services Received by: <i>[Signature]</i><br/>Supplier # _____ Client # <u>019</u><br/>Vote _____<br/>P.O./Contract # _____<br/>Resp. _____ Service Code <u>18110</u> Sub <u>6005</u><br/>Project Code <u>11010100</u> Amount <u>767.40</u><br/>Certified correct pursuant to Sections 32 and 33 of the Financial Administration Act and related policies.<br/>e-sign<br/>Ministry Signature: <u>Tanice Larson</u><br/>Print Name: _____ </div> |                |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> CERTIFIED-FIRM ADVISED<br/>OF AND AGREED TO<br/>CHANGES IN INVOICE<br/><i>[Signature]</i> </div>   |                |
| <div style="float: right; text-align: right;"> 517.72<br/>148.84<br/>112.90<br/>58.50<br/>12.00 </div>   |                |
| <div style="float: right;"> SubTotal \$767.40<br/>HST \$0.00<br/>TOTAL \$767.40 </div>   |                |

(Adam Molineux)

849.96

\*\*\* Please return copy with remittance \*\*\*

### SCHOOL DISTRICT USE ONLY

|                    |          |                   |          |
|--------------------|----------|-------------------|----------|
| DR 20-20-02-90-201 | \$767.40 | CR 01-02-99-99-99 | \$610.07 |
| DR 20-20-02-10-88  | \$19.03  | CR 04-11-34-50-02 | \$176.36 |

"Ministry-Sullivan"



## GUEST FOLIO

S15 SULLIVAN/TERRENCE/D 129.00 12/14/11 08:34 8246  
 NAME RATE DEPART TIME ACCT#  
 NKNG SCHOOL DISTRICT NO. 12/13/11 19:57  
 TYPE ARRIVE TIME  
 71 1383 NINTH AVENUE

S22

ROOM KAMLOOPS BC V2C3X7 PAYMENT RWD#:  
 CLERK ADDRESS

| DATE                            | REFERENCE         | CHARGES | CREDITS | BALANCE DUE |
|---------------------------------|-------------------|---------|---------|-------------|
| 12/10                           | ADVDP-MC          |         | 148.84  |             |
| PAYMENT RECEIVED BY: MASTERCARD |                   |         |         |             |
| 12/13                           | FRWTRLNG 7320 502 | 40.84   |         | S22         |
| 12/13                           | ROOM 502, 1       | 129.00  |         |             |
| 12/13                           | DMF 502, 1        | 1.29    |         | A           |
| 12/13                           | RM LEVY 502, 1    | 2.61    |         | B           |
| 12/13                           | RM HST 502, 1     | 15.94   |         | C           |
| 12/14                           | LD PHONE 2164-LOC | 1.12    |         | E           |
| 12/14                           | FIREWATR 7740 502 | 25.12   |         |             |
| 12/14                           | CCARD-VS          |         | 67.08   |             |
| PAYMENT RECEIVED BY: VISA       |                   |         |         |             |
|                                 |                   |         |         | S22         |

----- SUMMARY OF TAXES -----

| DESCRIPTION      | TAXED AMOUNT | TAX   |
|------------------|--------------|-------|
| A DEST MKT FEE   | .00          | 1.29  |
| B ADDL ROOM LEVY | .00          | 2.61  |
| C ROOM HST       | .00          | 15.94 |
| E HST INCLUSIVE  | 1.00         | .12   |
| NET CHARGES      | 195.96       |       |
| TAX              | 19.96        |       |
| CREDITS          | 215.92       |       |
| FOLIO            |              | .00   |

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
 DHEYMAN@SD73.BC.CA  
 SEE "INTERNET PRIVACY STATEMENT" ON

S15

Page 343 redacted for the following reason:

-----

S15

MARLIN TRAVEL  
237 SEYMOUR STREET  
KAMLOOPS, BC V2C 2E7  
GST Reg#: 887992063RT  
Branch: L91101  
Agent: DEBBIE STEWART Tel: 250-374-8757

To: SCHOOL DISTRICT 73  
1383 9TH AVE  
KAMLOOPS BC V2C 3X7

Invoice Number: 20570  
Date: November 4, 2011  
Page: 1/2  
Our Reference: KSD0016597C MDAFK5

## INVOICE

For  
DR TERRENCE SULLIVAN

~~Tuesday, December 13, 2011~~

✈ Air

AIR CANADA  
From: KAMLOOPS BC  
To: VICTORIA BC  
Stops: 1

Flight: 8197 E CLASS  
05:15:PM Equipment: D8 (300 SERIES)  
07:24:PM

Wednesday, December 14, 2011

✈ Air

AIR CANADA  
From: VICTORIA BC  
To: KAMLOOPS BC  
Stops: 1

Flight: 8178 G CLASS  
03:00:PM Equipment: D8 (300 SERIES)  
04:51:PM

### Cost:

TKT-ACY2101332678 E-TKT

S22 352.00

HST: 46.35

Tax: 34.25

Ticket Total: 432.60

FEE

40.00

Document Total: 40.00

HST

GST/HST: 4.80

Document Total: 4.80

To: SCHOOL DISTRICT 73  
1383 9TH AVE  
KAMLOOPS BC V2C 3X7

Invoice Number: 20570  
Date: November 4, 2011  
Page: 2/2  
Our Reference: KSD0016597C MDAFK5

## INVOICE

**Total:**

|                                       |        |
|---------------------------------------|--------|
| Grand Total:                          | 477.40 |
| Less Credit Card Payments:            | 432.60 |
| Total GST/HST:                        | 51.15  |
| Credit / Balance Due To This Invoice: | 44.80  |
| Total Previous Payments:              | 44.80  |
| Total Balance Due:                    | 0.00   |

THANK YOU FOR BOOKING WITH MARLIN TRAVEL  
YOU ARE RESPONSIBLE FOR ENSURING THAT YOU HAVE THE CORRECT  
DOCUMENTS FOR TRAVELLING  
CLIENT SIGNATURE:.....  
OUR PRIVACY POLICY CAN BE FOUND AT [WWW.MARLINTRAVEL.CA](http://WWW.MARLINTRAVEL.CA).



Zimbra Collaboration Suite

dheyman@zimbra.sd73.bc.ca

Air Canada - Terrence Sullivan - 13-Dec: YKA - YYJ  
(booking ref: MDAFK5) - seat selected

Friday, November 04,  
2011 2:38:36 PM

From: debbie.stewart@marlintravel.ca

To: dheyman@sd73.bc.ca

Attachments: image001.gif (1.8KB)



Debbie Stewart  
Marlin Travel  
237 Seymour St  
Kamloops BC V2C 2E7  
tel. 250 374 8757  
debbie.stewart@marlintravel.ca

---

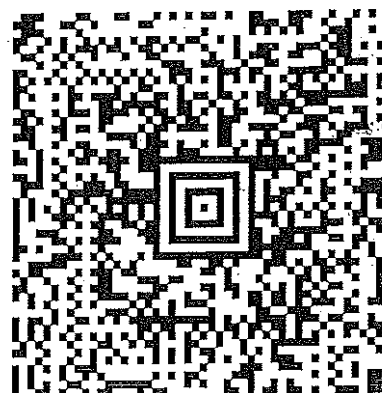
**From:** Air Canada [mailto:confirmation@aircanada.ca]  
**Sent:** Friday, November 04, 2011 2:31 PM  
**To:** Debbie Stewart  
**Subject:** Air Canada - Terrence Sullivan - 13-Dec: YKA - YYJ (booking ref: MDAFK5) - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

## Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this  
barcode to  
check in at  
any  
Air Canada  
check in  
kiosk.



Booking Date: **Nov 4, 2011**    Passengers: **Dr Terrence Sullivan**  
Agent Name: **debb**  
Agent ID: **6150164**

**Need ground transportation, sightseeing or attractions?****Need a car in Victoria?** Great rates and additional Aeroplan Miles.**AVIS Budget****Booking Information****AIR CANADA** Booking Reference: **MDAFK5****Customer Care**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Main Contact:**

marlin travel

debbie.stewart@marlintravel.ca

1-250-3748757-104

**Online Services****Air Canada**

1-888-247-2262

**Flight Arrivals and Departures**

1-888-422-7533

**Alert me** of flight status changes directly to my mobile phone or email.**Flight Arrivals & Departures** - check online if my flight is on time.**Check-in online** and print my boarding pass.\* Can my booking be changed online?**Flight Itinerary**

| Flight  | From   | To   | Stops                  | Duration | Aircraft | Fare Type | Meal |
|---|--|--|------------------------|----------|----------|-----------|------|
| AC8197 <sup>1</sup>   | Kamloops (YKA)<br>Tue 13-Dec 2011<br>17:15                 | Victoria, Victoria Int'l (YYJ)<br>Tue 13-Dec 2011<br>19:24 | 1<br>/YVR <sup>2</sup> | 2hr09    | DH3      | Tango E   |      |
| AC8197 <sup>1</sup> : This flight includes a stop in Vancouver. |  |  |                        |          |          |           |      |
| AC8178 <sup>1</sup>   | Victoria, Victoria Int'l (YYJ)<br>Wed 14-Dec 2011<br>15:00 | Kamloops (YKA)<br>Wed 14-Dec 2011<br>16:51                 | 1<br>/YVR <sup>2</sup> | 1hr51    | DH3      | Tango G   |      |
| AC8178 <sup>1</sup> : This flight includes a stop in Vancouver. |  |  |                        |          |          |           |      |

Operated by:

<sup>1</sup> Air Canada Express - Jazz

Stopover:

<sup>2</sup> Vancouver (YVR)**Passenger Information**

1: Dr Terrence Sullivan : Adult (16+), Ticket Number: 0142101332678

Air Canada - Aeroplan :

S22

Meal Preference :

None

Credit Card:

Special Needs:

None

Seat Selection:

AC8197 3D Paid , AC8178 5C Paid

**Purchase Summary****Fare Summary**

| Passenger Type                  | Adult  |
|---------------------------------|--------|
| Departing Flight - <u>Tango</u> | 144.00 |
| Return Flight - <u>Tango</u>    | 184.00 |
| <u>Surcharges</u>               | 24.00  |

**Taxes, Fees and Charges**

|  |               |
|--|---------------|
| Canada Airport Improvement Fee                           | 20.00         |
| Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) | 46.35         |
| Air Travellers Security Charge (ATSC)                    | 14.25         |
| Total airfare and taxes before options (per passenger)   | <b>432.60</b> |

**Options**Departing Flight - Tango

★ Advance Seat Selection 18.00

Return Flight - Tango

★ Advance Seat Selection 18.00

Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) 4.32

Total airfare, taxes and options (per passenger) **472.92**

Number of passengers 1

Total **472.92****Grand Total - Canadian dollars****\$472.92**

The following charges (tax inclusive) will appear on your credit card statement:

Air Canada: \$432.60 (Airfare - per ticket)

Air Canada: \$40.32 (Advance Seat Selection - per ticket)

Ticket number(s): 0142101332678

**Fare Rules****Departing Flight** Kamloops (YKA) To Victoria (YYJ) - **Tango****Return Flight** Victoria (YYJ) To Kamloops (YKA) - **Tango**• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 45 minutes prior to departure.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
- **Same-day standby** is not permitted.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

- o Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Earn 25% non-status Aeroplan Miles for Air Canada-operated flights.

Please read important information and notices regarding Air Canada's general conditions of carriage.

### **Important Information**

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

#### **Before You Go: A 'To-Do' List**

All passengers are advised to view the Travel documentation page for important information on identification required for travel.

#### **Baggage Policy**

Carry-on baggage | Checked baggage

#### **Flight confirmation**

Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at [aircanada.com](http://aircanada.com) or by calling our flight information system at 1-888-422-7533 prior to your departure.

#### **Travel insurance**

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

Travel Insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

#### Check-in and boarding times



**Reduce your carbon footprint!**

Offset now | Learn more

BLUEBIRD CABS LTD  
2512 QUADRA STREET  
VICTORIA, BC, V8T4E4  
CAB 85

ORIGINAL ID: 40147001  
REPRESENT # 180030004014709

USA EMU  
\*\*\*\*\*5858 EXP: \*\*/\*\* CHIP  
SALE  
Auth: 000049 INU: 000007  
Dec 14, 11 15:25

S22  
Rate: 00 00 00 00 00  
Auth: 000049 AUTH: 05151

SOLE AMT \$56.70  
TIP \$0.00

TOTAL \$56.70

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S AGREEMENT WITH  
CARDHOLDER

250-382-2222

CUSTOMER COPY

112.90

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400

PURCHASE

11-13-2011 19:56.21  
ct # \*\*\*\*\*5858 C  
Date Card Type VI  
ie: TERRENCE S SULLIVAN  
S22 Visa Credit

Trace # 290002 Operator 091  
FV2185240091  
# 711  
# 086115 RRN 001035002

hase

\$56.20

\$8.43

\$64.63

(00) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer

Parking  
PLACE FACE UP ON DASH

Expiration Date/Time  
EXP 03:54PM  
DEC 15, 2011

Purchase Date/Time: 03:54pm Dec 13, 2011  
Total Parking: \$10.71  
Total HST: \$1.29  
Total Due: \$12.00  
Total Paid: \$12.00  
S22 Visa  
Auth # 00014409  
Auth # 10001150001  
Setting: Kamloops Airport Lot  
Mach Name: Parking Lot

RECEIPT

Expiration Date/Time: 03:54pm Dec 15, 2011  
Purchase Date/Time: 03:54pm Dec 13, 2011  
Total Parking: \$10.71  
Total HST: \$1.29  
Total Due: \$12.00  
Total Paid: \$12.00  
S22 Visa  
Auth # 00014409  
Auth # 04757  
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Mach Name: Parking Lot

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| Breakfast and dinner only | \$36.50 | See above   |
| Lunch and dinner only     | \$36.50 | See above   |
| Full day                  | \$49.00 |   |

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### 4. Accommodation:

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| City      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Vancouver | 135 | 135 | 135 | 150 | 150 | 160 | 160 | 160 | 160  | 140 | 140 | 140 |
| Victoria  | 100 | 100 | 100 | 100 | 140 | 140 | 140 | 140 | 140  | 100 | 100 | 100 |



# SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

1383 Ninth Avenue, Kamloops, BC V2C 3X7  
Telephone: (250) 374-0679 Fax: (250) 372-1183

## INVOICE

### MINISTRY OF EDUCATION PROJECT COUNCIL TEAM

P.O. Box 9162 Stn Prov Govt  
Victoria BC V8W 9H8

Attention: Adam Molineux

Date: January 31, 2012

Invoice: **AR#183**

GST #R119214963

| Description   | Billing Amount  |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
|---|-----------------|-----|------------|--|-----|------|--|-----------------|--|-------|-----|-------|------------|--------------|--------|-----------|--|--|--|--------|--|---|--|---------------|--|--|--|
| To invoice for Terry Sullivan for International Education Project Council on November 29-30, 2011:  |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Airfare   | \$482.25        |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Hotel   | \$432.90        |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Taxi  | \$148.95        |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Meals (Dinner - Nov 29, Breakfast/Lunch - Nov 30)   | \$52.23         |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Airport Parking   | \$0.00          |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> Research Universities and Health<br/>Programs Branch<br/><br/>FEB 10 2012<br/><br/>Ministry of Advanced Education </div>  |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> MINISTRY OF ADVANCED EDUCATION,<br/>TRAINING &amp; TECHNOLOGY<br/>Goods/Services Received by:<br/> <table border="1"> <tr> <td>Sub</td> <td>Contract #</td> </tr> <tr> <td></td> <td>019</td> </tr> <tr> <td>Vinc</td> <td></td> </tr> <tr> <td>P.O./Contract #</td> <td></td> </tr> <tr> <td>Resp.</td> <td>Sub</td> </tr> <tr> <td>11227</td> <td>18110 6005</td> </tr> <tr> <td>Project Code</td> <td>Amount</td> </tr> <tr> <td>110610001</td> <td></td> </tr> <tr> <td colspan="2">Certified correct pursuant to Sections 22 and 33 of the Financial Administration Act and related policies.</td> </tr> <tr> <td colspan="2">e-sign</td> </tr> <tr> <td colspan="2">Ministry Spending/Certification Authority Signature</td> </tr> <tr> <td colspan="2">Chance Larson</td> </tr> <tr> <td colspan="2">Print Name of Spending/Certification Authority</td> </tr> </table> </div> |                 | Sub | Contract # |  | 019 | Vinc |  | P.O./Contract # |  | Resp. | Sub | 11227 | 18110 6005 | Project Code | Amount | 110610001 |  | Certified correct pursuant to Sections 22 and 33 of the Financial Administration Act and related policies. |  | e-sign |  | Ministry Spending/Certification Authority Signature |  | Chance Larson |  | Print Name of Spending/Certification Authority |  |
| Sub   | Contract #      |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
|   | 019             |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Vinc  |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| P.O./Contract #   |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Resp.   | Sub             |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| 11227   | 18110 6005      |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Project Code  | Amount          |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| 110610001   |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Certified correct pursuant to Sections 22 and 33 of the Financial Administration Act and related policies.  |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| e-sign  |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Ministry Spending/Certification Authority Signature   |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Chance Larson   |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| Print Name of Spending/Certification Authority  |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| <div style="border: 1px solid black; padding: 5px; display: inline-block;"> CERTIFIED-FIRM ADVISED<br/>OF AND AGREED TO<br/>CHANGES IN INVOICE<br/><br/> </div>   |                 |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| SubTotal  | \$786.33        |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| HST   | \$0.00          |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |
| <b>TOTAL</b>  | <b>\$786.33</b> |     |            |  |     |      |  |                 |  |       |     |       |            |              |        |           |  |  |  |        |  |   |  |               |  |  |  |

540.12  
148.84  
114.80  
58.50

(Adam Molineux)

\$862.26

\*\*\* Please return copy with remittance \*\*\*

### SCHOOL DISTRICT USE ONLY

|                    |          |                   |          |
|--------------------|----------|-------------------|----------|
| DR 20-20-02-90-201 | \$786.33 | CR 01-02-99-99-99 | \$630.57 |
| DR 20-20-02-10-88  | \$19.30  | CR 04-11-34-50-02 | \$175.06 |

"Ministry-Sullivan"





CAB - Airport Victoria  
to Hotel

YELLOW CAB  
817 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400

11 PURCHASE 1111  
29-2011 20:13:01  
act # 5858 C  
p Date Card Type V  
TERRENCE S SULLIVAN  
S22 Visa Credit

ice # 600001 Operator 40  
FY2185240035  
# 1435  
h # 077343 RRN 0011230

chase \$56.30  
\$8.45  
\$64.75

(00) APPROVED-THANK YOU

retain this copy for your  
records  
Customer copy

Cab - Hotel - Victoria  
to Airport

BLUEBIRD CABS LTD  
512 QUADRA STREET  
VICTORIA, BC V8T4E4  
CAB 18

GENERAL ID: 4014702  
SEQUENT #: 180030004014705

YUSA EMU  
DATE: 20110528 EXP: 12/11 CH1:  
PIN SALE INU: 000000  
PIN: 000034 16:54  
NOV 30 11

S22  
00 00 00 00 00 00  
00 00 00  
33546084061 AUTH: 03451

E AMT \$58.51  
\$8.00

01 00 00 00 00 00 \$56.30

ENTERING A VERIFIED PIN, CARDHOLDER  
MUST TO PAY ISSUER SUCH TOTAL IN  
AGREEMENT WITH ISSUER'S AGREEMENT WITH  
CARDHOLDER

250-382-2222

CUSTOMER COPY

114.80

417 SULLIVAN/TERRY/DR 129.00 11/30/11 08:55 7077  
 ROOM NAME RATE DEPART TIME ACCT#  
 NKAG SCHOOL DISTRICT NO.7 11/29/11 20:14  
 TYPE ARRIVE TIME  
 49 1383 NINTH AVENUE

S22

ROOM KAMLOOPS BC V2C3X7 PAYMENT RWD#:  
 CLERK ADDRESS

| DATE  | REFERENCE                       | CHARGES | CREDITS | BALANCE DUE |
|-------|---------------------------------|---------|---------|-------------|
| 11/26 | ADVDP-MC                        |         | 148.84  |             |
|       | PAYMENT RECEIVED BY: MASTERCARD |         |         |             |
| 11/29 | FRWTRLNG 6770 417               | 38.60   |         | S22         |
| 11/29 | ROOM 417, 1                     | 129.00  |         |             |
| 11/29 | DMF 417, 1                      | 1.29    | A       |             |
| 11/29 | RM LEVY 417, 1                  | 2.61    | B       |             |
| 11/29 | RM HST 417, 1                   | 15.94   | C       |             |
| 11/30 | FIREWATR 7130 417               | 26.52   |         |             |
| 11/30 | CCARD-VS                        |         | 55.12   |             |
|       | PAYMENT RECEIVED BY: VISA       |         |         | S22         |
|       |                                 |         |         | .00         |

District  
credit cardPersonal  
credit card

| SUMMARY OF TAXES |              |       |  |
|------------------|--------------|-------|--|
| DESCRIPTION      | TAXED AMOUNT | TAX   |  |
| A DEST MKT FEE   | .00          | 1.29  |  |
| B ADDL ROOM LEVY | .00          | 2.61  |  |
| C ROOM HST       | .00          | 15.94 |  |
| E HST INCLUSIVE  | .00          | .00   |  |

|             |       |         |       |
|-------------|-------|---------|-------|
| NET CHARGES | TAX   | CREDITS | FOLIO |
| 194.12      | 19.84 | 213.96  | .00   |

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
 DHEYMAN@SD73.BC.CA  
 SEE "INTERNET PRIVACY STATEMENT" ON

S15

Page 357 redacted for the following reason:

-----

S15

MARLIN TRAVEL  
237 SEYMOUR STREET  
KAMLOOPS, BC V2C 2E7  
GST Reg#: 887992063RT  
Branch: L91101  
Agent: DEBBIE STEWART Tel: 250-374-8757


To: SCHOOL DISTRICT 73  
1383 9TH AVE  
KAMLOOPS BC V2C 3X7

Invoice Number: 20571  
Date: November 4, 2011  
Page: 1/2  
Our Reference: KSD0016599C MD242M

## INVOICE

For  
DR TERRENCE SULLIVAN


~~Tuesday, November 29, 2011~~

 Air

AIR CANADA  
From: KAMLOOPS BC  
To: VICTORIA BC  
Stops: 1


Flight: 8197 P CLASS  
05:15:PM Equipment: D8 (300 SERIES)  
07:25:PM

Wednesday, November 30, 201

 Air

AIR CANADA  
From: VICTORIA BC  
To: VANCOUVER BC  
Stops: 0

Flight: 8086 G CLASS  
05:30:PM Equipment: D8 (300 SERIES)  
05:54:PM

 Air

AIR CANADA  
From: VANCOUVER BC  
To: KAMLOOPS BC  
Stops: 0

Flight: 8196 G CLASS  
06:50:PM Equipment: D8 (300 SERIES)  
07:43:PM

Cost:

TKT-ACY2101333446 E-IKT

S22 372.00

HST: 48.75

Tax: 34.25

Ticket Total: 455.00

To: SCHOOL DISTRICT 73  
1383 9TH AVE  
KAMLOOPS BC V2C 3X7

Invoice Number: 20571  
Date: November 4, 2011  
Page: 2/2  
Our Reference: KSD0016599C MD242M

## INVOICE

|        |   |
|--------|---|
| Cost:  |   |
| FEE    | 40.00                                       |
|        | Document Total: 40.00                       |
| HST    |   |
|        | GST/HST: 4.80                               |
|        | Document Total: 4.80                        |
| Total: |   |
|        | Grand Total: 499.80                         |
|        | Less Credit Card Payments: 455.00           |
|        | Total GST/HST: 53.55                        |
|        | Credit / Balance Due To This Invoice: 44.80 |
|        | Total Previous Payments: 44.80              |
|        | Total Balance Due: 0.00                     |

THANK YOU FOR BOOKING WITH MARLIN TRAVEL  
YOU ARE RESPONSIBLE FOR ENSURING THAT YOU HAVE THE CORRECT  
DOCUMENTS FOR TRAVELLING  
CLIENT SIGNATURE:.....  
OUR PRIVACY POLICY CAN BE FOUND AT [WWW.MARLINTRAVEL.CA](http://WWW.MARLINTRAVEL.CA).

Zimbra Collaboration Suite

dheyman@zimbra.sd73.bc.ca

Air Canada - Terrence Sullivan - 29-Nov: YKA - YYJ  
(booking ref: MD242M) - seat selected

Friday, November 04,  
2011 2:59:47 PM

From: debbie.stewart@marlintravel.ca

To: dheyman@sd73.bc.ca

Attachments: image001.gif (1.8KB)



Debbie Stewart  
Marlin Travel  
237 Seymour St  
Kamloops BC V2C 2E7  
tel. 250 374 8757  
debbie.stewart@marlintravel.ca

**From:** Air Canada [mailto:confirmation@aircanada.ca]

**Sent:** Friday, November 04, 2011 2:49 PM

**To:** Debbie Stewart

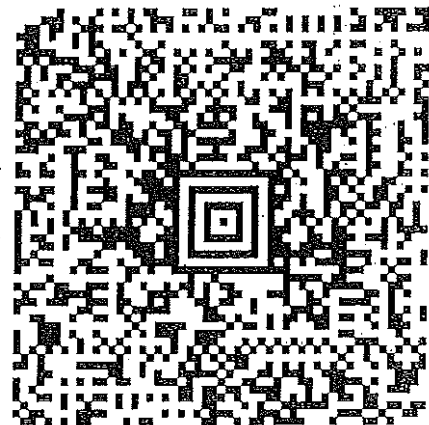
**Subject:** Air Canada - Terrence Sullivan - 29-Nov: YKA - YYJ (booking ref: MD242M) - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

## Itinerary/Receipt

**Your booking is confirmed.** Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this  
barcode to  
check in at  
any  
Air Canada  
check in  
kiosk.



Booking Date: Nov 4, 2011    Passengers: Dr Terrence Sullivan  
Agent Name: debb

Agent ID: 6150164

**Need ground transportation, sightseeing or attractions?****Need a car in Victoria?** Great rates and additional Aeroplan Miles.**AVIS****Budget****Booking Information****AIR CANADA** Booking Reference: **MD242M****Customer Care**

Electronic Ticketing confirmed. This is your official itinerary/receipt.

**Main Contact:**

marlin travel

debbie.stewart@marlintravel.ca

1-250-3748757-104

**Online Services****Air Canada**

1-888-247-2262

**Flight Arrivals and Departures**

1-888-422-7533

Alert me of flight status changes directly to my mobile phone or email.Flight Arrivals & Departures - check online if my flight is on time.Check-in online and print my boarding pass.\* Can my booking be changed online?**Flight Itinerary**

| Flight  | From  | To  | Stops                  | Duration | Aircraft | Fare Type | Meal |
|---|---|---|------------------------|----------|----------|-----------|------|
| AC8197 <sup>1</sup>   | Kamloops (YKA)<br>Tue 29-Nov 2011<br>17:15                                | Victoria, Victoria Int'l (YYJ)<br>Tue 29-Nov 2011<br>19:25                | 1<br>/YVR <sup>2</sup> | 2hr10    | DH3      | Tango P   |      |
| AC8197 <sup>1</sup> : This flight includes a stop in Vancouver. |   |   |                        |          |          |           |      |
| AC8086 <sup>1</sup>   | Victoria, Victoria Int'l (YYJ)<br>Wed 30-Nov 2011<br>17:30                | Vancouver, Vancouver Int'l (YVR)<br>Wed 30-Nov 2011<br>17:54 - Terminal M | 0                      | 2hr13    | DH3      | Tango G   |      |
| AC8196 <sup>1</sup>   | Vancouver, Vancouver Int'l (YVR)<br>Wed 30-Nov 2011<br>18:50 - Terminal M | Kamloops (YKA)<br>Wed 30-Nov 2011<br>19:43                                | 0                      |          | DH3      | Tango G   |      |

Operated by:

<sup>1</sup> Air Canada Express - Jazz

Stopover:

<sup>2</sup> Vancouver (YVR)**Passenger Information****1: Dr Terrence Sullivan : Adult (16+), Ticket Number: 0142101333446**Air Canada - Aeroplan : **185330743**

Meal Preference :

**None**

Credit Card: S22

Special Needs:

**None**Seat Selection: AC8197 **5D Paid**, AC8086 **2C Paid**, AC8196 **2D Paid****Purchase Summary****Fare Summary**

Passenger Type

**Adult**



|  |                 |
|--|-----------------|
| Departing Flight - <u>Tango</u>                          | 164.00          |
| Return Flight - <u>Tango</u>                             | 184.00          |
| <u>Surcharges</u>  | 24.00           |
| <b>Taxes, Fees and Charges</b>                           |                 |
| Canada Airport Improvement Fee                           | 20.00           |
| Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) | 48.75           |
| <u>Air Travellers Security Charge (ATSC)</u>             | 14.25           |
| Total airfare and taxes before options (per passenger)   | 455.00          |
| <b>Options</b>   |                 |
| Departing Flight - <u>Tango</u>                          |                 |
| ★ Advance Seat Selection                                 | 18.00           |
| Return Flight - <u>Tango</u>                             |                 |
| ★ Advance Seat Selection                                 | 18.00           |
| Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) | 4.32            |
| Total airfare, taxes and options (per passenger)         | 495.32          |
| Number of passengers                                     | 1               |
| Total  | 495.32          |
| <b>Grand Total - Canadian dollars</b>                    | <b>\$495.32</b> |

The following charges (tax inclusive) will appear on your credit card statement:

- Air Canada: \$455.00 (Airfare - per ticket)
- Air Canada: \$40.32 (Advance Seat Selection - per ticket)

Ticket number(s): 0142101333446

495.32  
+ 40.32  
540.12  
=

## Fare Rules

Departing Flight Kamloops (YKA) To Victoria (YYJ) - **Tango**

Return Flight Victoria (YYJ) To Kamloops (YKA) - **Tango**

### • Changes:

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 45 minutes prior to departure.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passenger's travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
- **Same-day standby** is not permitted.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

### • Cancellations:

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance

purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.

- Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Earn 25% non-status Aeroplan Miles for Air Canada-operated flights.

Please read important information and notices regarding Air Canada's general conditions of carriage.

### **Important Information**

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

#### **Before You Go: A 'To-Do' List**

All passengers are advised to view the Travel documentation page for Important Information on identification required for travel.

#### **Baggage Policy**

Carry-on baggage | Checked baggage

#### **Flight confirmation**

Although reconfirmation of flights is not required, we strongly recommend that you check your flight status online at aircanada.com or by calling our flight information system at 1-888-422-7533 prior to your departure.

#### **Travel insurance**

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

#### Check-in and boarding times



**Reduce your carbon footprint!**

Offset now | Learn more

## TRAVEL EXPENSES PROJECT COUNCIL MEMBERS

The following are the reimbursement limits for the specified allowable travel expenses. Please provide all relevant documentation to the Project Council Team (attn: Adam Molineux) at PO Box 9162 Stn Prov Govt, Victoria BC – V8W 2H8. If you have any questions regarding expense claims, please contact Adam Molineux at (250) 387-2594, or by e-mail at adam.molineux@gov.bc.ca.

Original receipts should be submitted with the expense claim (when receipts are required).

For the purposes of this document, "Traveller" shall include Project Council members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

**1. Meal Allowances:**

Where meals are not provided, the amounts that may be claimed for meals will be based on the following rate:

**RATES**

|                           |         |   |
|---------------------------|---------|---|
| Breakfast only            | \$22.00 | Claim if travel starts before 7:00 AM or ends after 7:00AM        |
| Lunch only                | \$22.00 | Claim if travel starts before 12:00 noon or ends after 12:00 noon |
| Dinner only               | \$28.50 | Claim if travel starts before 6:00 PM or ends after 6:00PM        |
| Breakfast and lunch only  | \$30.00 | See above   |
| Breakfast and dinner only | \$36.50 | See above   |
| Lunch and dinner only     | \$36.50 | See above   |
| Full day                  | \$49.00 |   |

**2. Private Vehicle Use:**

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

**3. Taxi and Parking:**

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

**4. Accommodation:**

- The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.
- Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

**5. Airfare:**

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

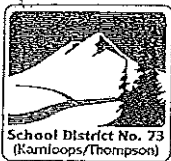
**6. Miscellaneous Expenses:**

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal internet/phone calls cannot be claimed.

## ACCOMMODATION RATE THRESHOLDS FOR PROJECT COUNCIL MEMBERS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person rate for a standard room will be reimbursed.

| City      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Vancouver | 135 | 135 | 135 | 150 | 150 | 160 | 160 | 160 | 160  | 140 | 140 | 140 |
| Victoria  | 100 | 100 | 100 | 100 | 140 | 140 | 140 | 140 | 140  | 100 | 100 | 100 |



# SCHOOL DISTRICT NO. 73 (KAMLOOPS/THOMPSON)

1383 Ninth Avenue, Kamloops, BC V2C 3X7  
Telephone: (250) 374-0679 Fax: (250) 372-1183

## INVOICE

### MINISTRY OF EDUCATION PROJECT COUNCIL TEAM

P.O. Box 9162 Stn Prov Govt  
Victoria BC V8W 9H8

Attention: Adam Molineux

Date: November 30, 2011

Invoice: **AR#112**

GST #R119214963

| Description   | Billing Amount |
|---|----------------|
| To invoice for Terry Sullivan for International Education Project Council on October 31, 2011 |                |
| Airfare   | \$532.25       |
| Hotel   | \$163.80       |
| Taxi  | \$116.69       |
| Meals (Dinner - Oct 30, Breakfast/Lunch - Oct 31)   | \$64.73        |
| Airport Parking   | \$5.35         |
|   | <b>58.50</b>   |

Research Universities and Health  
Programs Branch  
DEC 12 2011  
Ministry of Advanced Education

School district  
did not claim  
HST

|   |              |
|---|--------------|
| MINISTRY OF ADVANCED EDUCATION,<br>TRAINING & TECHNICAL   |              |
| Goods/Services Received   |              |
| Supplier #  | Client #     |
| Veto  |              |
| P.O./Contract #   |              |
| Resp.   | Service Item |
| 11225   | 19110        |
| Project Code  |              |
| 11000000  |              |
| Certified correct invoice in accordance with the provisions of the Financial Administration Act and related policies. |              |
| e-sign  | Date:        |
| Ministry Spending/Certification Authority Signature   |              |
| Susan Brown   |              |
| Print Name of Spending/Certification Authority  |              |

get have  
been 600\$

|              |                 |
|--------------|-----------------|
| SubTotal     | \$882.82        |
| HST          | \$0.00          |
| <b>TOTAL</b> | <b>\$882.82</b> |

816.59

CERTIFIED-FIRM ADVISED  
OF AND AGREED TO  
CHANGES IN INVOICE

\*\*\* Please return copy with remittance \*\*\*

### SCHOOL DISTRICT USE ONLY

|                    |          |                   |          |
|--------------------|----------|-------------------|----------|
| DR 20-20-02-90-201 | \$882.82 | CR 01-02-99-99-99 | \$545.60 |
| DR 20-20-02-10-88  | \$21.73  | CR 04-11-34-50-02 | \$358.95 |

"Ministry-Sullivan"



BLISS, ROBERT L  
2477 GARDNER STREET  
VICTORIA, BC V8T 4E4  
CAB 92

TECHNICAL ID: 40147067  
METER # 180030004014709

VISA EMU  
\*\*\*\*\*5858 EXP:\*\*\*  
EMU SALE INU: 000080  
000085  
OCT 31, 11 11:42  
S22  
S22  
F8 00 00 00 00  
TST: F8 00  
Auth: 030442589575 AUTH: 075658  
SALE AMT \$56.90  
TIP \$8.00

**RECEIPT**

BY ENTERING A VERIFIED PIN, CARDHOLDER  
AGREES TO PAY ISSUER SUCH TOTAL IN  
ACCORDANCE WITH ISSUER'S AGREEMENT WITH  
CARDHOLDER

250-382-2222

CUSTOMER COPY

YELLOW CAB  
317 FISGARD STREET V8W1R9  
VICTORIA BC  
21852400

**PURCHASE**

10-2011 19:53:06  
Acct # \*\*\*\*\*5858 C  
Exp Date 11/11 Card Type VI  
Name: TERRENCE S SULLIVAN  
S22 Visa Credit  
Trace # 780001 Operator 148  
FV2185240048  
Inv. # 455  
Auth # 091386 RRN 001038001

Purchase \$55.50  
Tip \$8.33  
Total \$63.83

( 00 ) APPROVED-THANK YOU

Retain this copy for your  
records  
Customer copy

**PLACE FACE UP ON DASH**

Expiration Date/Time  
EXP 04:10PM  
OCT 31, 2011

Purchase Date/Time: 04:10pm Oct 30, 2011

Total Parking: \$5.35

Total HST: \$0.65

Total Due: \$6.00

Total Paid: \$6.00

S22

Ticket #: 00011324

S/N #: 100011150001

Setting: Kamloops Airport Lot

Mach Name: Parking Lot

Rate: Daily  
Payment Type: Card

Auth #: 000419

**RECEIPT**

Expiration Date/Time: 04:10pm Oct 31, 2011

Purchase Date/Time: 04:10pm Oct 30, 2011

Total Parking: \$5.35

Total HST: \$0.65

Total Due: \$6.00

Total Paid: \$6.00

\*\*\*\*\*5858, Visa

Ticket #: 00011324

Setting: Kamloops Airport Lot

Mach Name: Parking Lot

Rate: Daily  
Payment Type: Card

Auth #: 000419

S15 SULLIVAN/TERRENCE/D 159.00 10/31/11 08:35 4269  
 NAME RATE DEPART TIME ACCT#  
 SKNM SCHOOL DISTRICT NO.7 10/30/11 19:53  
 TYPE ARRIVE TIME  
 49 1383 NINTH AVENUE

S22

ROOM KAMLOOPS  
CLERK ADDRESS

V2C3X7

PAYMENT

RWD#:

| DATE                      | REFERENCE         | CHARGES | CREDITS         | BALANCE DUE |
|---------------------------|-------------------|---------|-----------------|-------------|
| 10/30                     | FRWTRLNG 8760 903 | 40.59   | <i>attached</i> |             |
| 10/30                     | ROOM 903, 1       | 159.00  |                 |             |
| 10/30                     | DMF 903, 1        | 1.59    |                 |             |
| 10/30                     | RM LEVY 903, 1    | 3.21    |                 |             |
| 10/30                     | RM HST 903, 1     | 19.65   |                 |             |
| 10/31                     | FIREWATR 8900 903 | 25.62   | <i>attached</i> |             |
| 10/31                     | CCARD-VS          |         | 249.66          |             |
| PAYMENT RECEIVED BY: VISA |                   |         |                 |             |

S22

.00

----- SUMMARY OF TAXES -----

| DESCRIPTION      | TAXED AMOUNT | TAX   |
|------------------|--------------|-------|
| A DEST MKT FEE   | .00          | 1.59  |
| B ADDL ROOM LEVY | .00          | 3.21  |
| C ROOM HST       | .00          | 19.65 |
| E HST INCLUSIVE  | .00          | .00   |

NET CHARGES  
225.21TAX  
24.45CREDITS  
249.66FOLIO  
.00

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:  
 DHEYMAN@SD73.BC.CA  
 SEE "INTERNET PRIVACY STATEMENT" ON

S15



Page 370 redacted for the following reason:

-----

S15

INTERNATIONAL EDUCATION  
PROJECT COUNCIL - MEETING

Zimbra Collaboration Suite

OCT 31, 2011

dheyman@zimbra.sd73.bc.ca

Air Canada - Terrence Sullivan - 30-Oct: YKA - YYJ  
(booking ref: LFYP8M) - seat selected

Tuesday, October 25,  
2011 3:19:22 PM

From: debbie.stewart@marlintravel.ca

To: dheyman@sd73.bc.ca

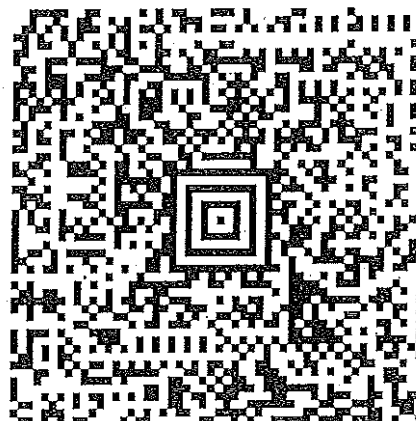
**Subject:** Air Canada - Terrence Sullivan - 30-Oct: YKA - YYJ (booking ref: LFYP8M) - seat selected

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

## Itinerary/Receipt

Your booking is confirmed. Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Scan this  
barcode to  
check in at  
any  
Air Canada  
check in  
kiosk.



Booking Date: Oct 25, 2011    Passengers: Dr Terrence Sullivan  
Agent Name: debb  
Agent ID: 6150164



Need ground transportation, sightseeing or attractions?



Need a car in Victoria? Great rates and additional Aeroplan Miles.

**AVIS** **Budget**

## Booking Information

AIR CANADA

Booking Reference:

**LFYP8M**

### Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

marlin travel

debbie.stewart@marlintravel.ca

1-250-3748757-104

Online Services

Air Canada  
1-888-247-2262


Flight Arrivals and Departures  
1-888-422-7533

- **Alert me** of flight status changes directly to my mobile phone or email.
- **Flight Arrivals & Departures** - check online if my flight is on time.
- **Check-in online** and print my boarding pass.

\* **Can my booking be changed online?**

## Flight Itinerary

| Flight              | From   | To   | Stops                  | Duration | Aircraft | Fare Type  | Meal |
|---------------------|--|--|------------------------|----------|----------|------------|------|
| AC8197 <sup>1</sup> | Kamloops (YKA)<br>Sun 30-Oct 2011<br>17:15                                   | Vancouver, Vancouver<br>Int'l (YVR)<br>Sun 30-Oct 2011<br>18:10 - Terminal M | 0                      | 2hr10    | DH3      | Tango<br>G |      |
| AC8079 <sup>1</sup> | Vancouver, Vancouver<br>Int'l (YVR)<br>Sun 30-Oct 2011<br>19:00 - Terminal M | Victoria, Victoria Int'l<br>(YYJ)<br>Sun 30-Oct 2011<br>19:25                | 0                      |          | DH3      | Tango<br>G |      |
| AC8178 <sup>1</sup> | Victoria, Victoria Int'l<br>(YYJ)<br>Mon 31-Oct 2011<br>15:00                | Kamloops (YKA)<br>Mon 31-Oct 2011<br>16:50                                   | 1<br>/YVR <sup>2</sup> | 1hr50    | DH3      | Tango<br>G |      |

 AC8178<sup>1</sup>: This flight includes a stop in Vancouver.

Operated by:  
<sup>1</sup> Air Canada Express - Jazz

Stopover:  
<sup>2</sup> Vancouver (YVR)

## Passenger Information

**1: Dr Terrence Sullivan : Adult (16+), Ticket Number: 0142100981872**

|                         |      |                   |      |
|-------------------------|------|-------------------|------|
| Air Canada - Aeroplan : | S22  | Meal Preference : | None |
| Credit Card:            |      | Special Needs:    | None |
| Seat Selection:         | None |                   |      |

## Purchase Summary

### Fare Summary

| Passenger Type                  | Adult  |
|---------------------------------|--------|
| Departing Flight - <u>Tango</u> | 209.00 |
| Return Flight - <u>Tango</u>    | 189.00 |
| <u>Surcharges</u>               | 24.00  |

### Taxes, Fees and Charges

|   |               |
|---|---------------|
| <u>Canada Airport Improvement Fee</u>                           | 20.00         |
| <u>Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001)</u> | 54.75         |
| <u>Air Travellers Security Charge (ATSC)</u>                    | 14.25         |
| <b>Total airfare and taxes before options (per passenger)</b>   | <b>511.00</b> |
| <b>Number of passengers</b>                                     | <b>1</b>      |
| <b>Total</b>  | <b>511.00</b> |

**Grand Total - Canadian dollars \$511.00**

The following charges (tax inclusive) will appear on your credit card statement:

Air Canada: \$511.00 (Airfare - per ticket)

Ticket number(s): 0142100981872

## Fare Rules

**Departing Flight** Kamloops (YKA) To Victoria (YYJ) - **Tango**

**Return Flight** Victoria (YYJ) To Kamloops (YKA) - **Tango**

- **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 45 minutes prior to departure.
- **Airport same-day changes** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger, except for passengers travelling on a flight between Toronto and Montreal, or Toronto and Ottawa (connecting flights excluded), for whom the flat fee is \$75 CAD/USD. Same-day flights only.
- **Same-day standby** is not permitted.
- Flights can only be used in sequence from the place of departure specified on the Itinerary.

- **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
  - **Cancellations** can be made up to 45 minutes prior to departure.
  - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
  - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
  - Earn 25% non-status Aeroplan Miles for Air Canada-operated flights.

Please read important information and notices regarding Air Canada's [general conditions of carriage](#).

## Important Information

Please review this itinerary/receipt and, should you have any questions, please call 1-888-247-2262 within 24 hours of receipt.

### **Before You Go: A 'To-Do' List**

All passengers are advised to view the [Travel documentation](#) page for important information on identification required for travel.

### **Baggage Policy**

[Carry-on baggage](#) | [Checked baggage](#)

### **Flight confirmation**

Although reconfirmation of flights is not required, we strongly recommend that you check your [flight status online](#) at [aircanada.com](#) or by calling our flight information system at 1-888-422-7533 prior to your departure.

### **Travel insurance**

Protect your travel investment and also protect yourself against the high cost of medical expenses while out of province. Purchase travel insurance online from RBC Travel Insurance Company via Air Canada or by calling 1-866-610-7102. Enjoy your trip knowing you are properly protected.

Travel insurance purchased is solely and directly offered, provided and underwritten by RBC Travel Insurance Company ("RBC"). Air Canada expressly disclaims any responsibility in regard to any travel insurance purchased by the customer from RBC Insurance.

Check-in and boarding times



**Reduce your carbon footprint!**

[Offset now](#) | [Learn more](#)

TRIP FILE COPY

International Ed. Project Council  
VICTORIA, BC OCT. 31, 2011

MARLIN TRAVEL  
237 SEYMOUR STREET  
KAMLOOPS, BC V2C 2E7  
GST Reg#: 887992063RT  
Branch: L91101  
Agent: DEBBIE STEWART Tel: 250-374-8757

To: SCHOOL DISTRICT 73  
1383 9TH AVE  
KAMLOOPS BC V2C 3X7

Invoice Number: 20451  
Date: October 25, 2011  
Page: 1/2  
Our Reference: KSD0016513C LFYP8M

**INVOICE**  
(Duplicate)


For  
DR TERRENCE SULLIVAN

Sunday, October 30, 2011

 Air

AIR CANADA  
From: KAMLOOPS BC  
To: VANCOUVER BC  
Stops: 0


Flight: 8197 G CLASS  
05:15:PM Equipment: D8 (300 SERIES)  
06:10:PM

 Air

AIR CANADA  
From: VANCOUVER BC  
To: VICTORIA BC  
Stops: 0

Flight: 8079 G CLASS  
07:00:PM Equipment: D8 (300 SERIES)  
07:25:PM

Monday, October 31, 2011

 Air

AIR CANADA  
From: VICTORIA BC  
To: KAMLOOPS BC  
Stops: 1

Flight: 8178 G CLASS  
03:00:PM Equipment: D8 (300 SERIES)  
04:50:PM

**Cost:**

TKT-ACY2100981872 E-TKT

|                      |               |
|----------------------|---------------|
| S22                  | 422.00        |
| HST:                 | 54.75         |
| Tax:                 | 34.25         |
| <b>Ticket Total:</b> | <b>511.00</b> |

To: SCHOOL DISTRICT 73  
1383 9TH AVE  
KAMLOOPS BC V2C 3X7

Invoice Number: 20451  
Date: October 25, 2011  
Page: 2/2  
Our Reference: KSD0016513C LFYP8M

## INVOICE

(Duplicate)

**Cost:**

FEE

40.00

Document Total:

40.00

HST

GST/HST:

4.80

Document Total:

4.80

**Total:**

Grand Total:

555.80

Less Credit Card Payments:

511.00

Total GST/HST:

59.55

Credit / Balance Due To This Invoice:

44.80

Total Previous Payments:

44.80

Total Balance Due:

0.00

THANK YOU FOR BOOKING WITH MARLIN TRAVEL  
YOU ARE RESPONSIBLE FOR ENSURING THAT YOU HAVE THE CORRECT  
DOCUMENTS FOR TRAVELLING

CLIENT SIGNATURE:.....

OUR PRIVACY POLICY CAN BE FOUND AT [WWW.MARLINTRAVEL.CA](http://WWW.MARLINTRAVEL.CA).

Zimbra Collaboration Suite

dheyman@zimbra.sd73.bc.ca

Air Canada - Terrence Sullivan - 30-Oct: YKA - YYJ  
(booking ref: LFYP8M) seat confirmation

Tuesday, October 25,  
2011 3:19:54 PM

From: debbie.stewart@marlintravel.ca

To: dheyman@sd73.bc.ca

Attachments: image001.gif (1.8KB)



Debbie Stewart  
Marlin Travel  
237 Seymour St  
Kamloops BC V2C 2E7  
tel. 250 374 8757  
debbie.stewart@marlintravel.ca

---

**From:** Air Canada [mailto:confirmation@aircanada.ca]

**Sent:** Tuesday, October 25, 2011 3:07 PM

**To:** Debbie Stewart

**Subject:** Air Canada - Terrence Sullivan - 30-Oct: YKA - YYJ (booking ref: LFYP8M) - booking modified

\*\*\*\*\* PLEASE DO NOT REPLY TO THIS E-MAIL \*\*\*\*\*

## Confirmation

**Your seat selection is confirmed.** Please print/retain this page for your financial records (for taxation, expense claim or credit card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.

Booking Date: **Oct 25, 2011**    Passengers: **Dr Terrence Sullivan**  
Agent Name: **debb**  
Agent ID: **6150164**

## Booking Information

Booking Reference:

**LFYP8M**

---

**Customer Care**



**This is your confirmation****Main Contact:**

marlin travel  
sharon.gagnon@marlintravel.ca  
1-250-3748757

**Online Services****Air Canada**

1-888-247-2262

**Flight Arrivals and Departures**

1-888-422-7533

Alert me of flight status changes directly to my mobile phone or email.

Flight Arrivals & Departures - check online if my flight is on time.

Check-in online and print my boarding pass.

\* Can my booking be changed online?

**Flight Itinerary**

| Flight              | From  | To  | Stops                  | Duration | Aircraft | Fare Type |
|---------------------|---|---|------------------------|----------|----------|-----------|
| AC8197 <sup>1</sup> | Kamloops (YKA)<br>Sun 30-Oct 2011<br>17:15                                | Vancouver, Vancouver Int'l (YVR)<br>Sun 30-Oct 2011<br>18:10 - Terminal M | 0                      | 2hr10    | DH3      | Tango G   |
| AC8079 <sup>1</sup> | Vancouver, Vancouver Int'l (YVR)<br>Sun 30-Oct 2011<br>19:00 - Terminal M | Victoria, Victoria Int'l (YYJ)<br>Sun 30-Oct 2011<br>19:25                | 0                      |          | DH3      | Tango G   |
| AC8178 <sup>1</sup> | Victoria, Victoria Int'l (YYJ)<br>Mon 31-Oct 2011<br>15:00 - Terminal M   | Kamloops (YKA)<br>Mon 31-Oct 2011<br>16:50 - Terminal M                   | 1<br>/YVR <sup>2</sup> | 1hr50    | DH3      | Tango G   |

AC8178<sup>1</sup>: This flight includes a stop in Vancouver.

Operated by:

<sup>1</sup> Air Canada Express - Jazz

Stopover:

<sup>2</sup> Vancouver (YVR)

**Passenger Information**

1: Dr Terrence Sullivan : Adult (16+), Ticket Number: 0142100981872

Air Canada - Aeroplan :

S22

Meal Preference :

Regular

Credit Card:

Special Needs:

None

Seat Selection:

AC8197 3D Paid , AC8079 5D Paid ,  
AC8178 2A Paid

**Review additional charges**

|  | Additional charges |
|--|--------------------|
| Departing Flight: Advance Seat Selection (1 x 18.00)     | 18.00              |
| Return Flight: Advance Seat Selection (1 x 18.00)        | 18.00              |
| Canada Harmonized Sales Tax (GST/HST #10009-2287 RT0001) | 4.32               |
| <b>Grand Total - Canadian dollars</b>                    | <b>\$40.32</b>     |

## TRAVEL EXPENSES PROJECT COUNCIL MEMBERS

The following are the reimbursement limits for the specified allowable travel expenses. Please provide all relevant documentation to the Project Council Team (attn: Adam Molineux) at PO Box 9162 Stn Prov Govt, Victoria BC – V8W 3H8. If you have any questions regarding expense claims, please contact Adam Molineux at (250) 387-2594, or by e-mail at adam.molineux@gov.bc.ca.

Original receipts should be submitted with the expense claim (when receipts are required).

For the purposes of this document, "Traveller" shall include Project Council members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

**1. Meal Allowances:**

Where meals are not provided, the amounts that may be claimed for meals will be based on the following rate:

**RATES**

|                           |         |   |
|---------------------------|---------|---|
| Breakfast only            | \$22.00 | Claim if travel starts before 7:00 AM or ends after 7:00AM        |
| Lunch only                | \$22.00 | Claim if travel starts before 12:00 noon or ends after 12:00 noon |
| Dinner only               | \$28.50 | Claim if travel starts before 6:00 PM or ends after 6:00PM        |
| Breakfast and lunch only  | \$30.00 | See above   |
| Breakfast and dinner only | \$36.50 | See above   |
| Lunch and dinner only     | \$36.50 | See above   |
| Full day                  | \$49.00 |   |

**2. Private Vehicle Use:**

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

**3. Taxi and Parking:**

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

**4. Accommodation:**

a) The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.

b) Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

**5. Airfare:**

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

**6. Miscellaneous Expenses:**

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal internet/phone calls cannot be claimed.

## ACCOMMODATION RATE THRESHOLDS FOR PROJECT COUNCIL MEMBERS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person rate for a standard room will be reimbursed.

| City      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Vancouver | 135 | 135 | 135 | 150 | 150 | 160 | 160 | 160 | 160  | 140 | 140 | 140 |
| Victoria  | 100 | 100 | 100 | 100 | 140 | 140 | 140 | 140 | 140  | 100 | 100 | 100 |

Please "✓" one:

- ☐ Ministry of Education  
☒ Ministry of Advanced Education  
☐ Ministry of Skills Development & Labour

### CAS ORCA ENTRY BATCH HEADER

BRANCH: Research Universities and Health Programs Branch

LOCATION: 2nd floor, 835 Humboldt, St. Ann's Academy

BATCH NUMBER (NAME): PERJAN DSU 01

# OF DOCUMENTS: 1

TOTAL \$ VALUE: \$994.28

ENTERED BY: Shelly Laberge

DATE: Jun 5, 2012

PHONE NUMBER: 387-6166

◆ Special Instructions to FASB: \_\_\_\_\_

Payment Due Date ( RUSH or EFT only ): \_\_\_\_\_

◆ Please attach ***IN THIS ORDER***: Completed Batch Header, BCAP030 Batch Details Report, invoices/contract payments and supporting documentation.

◆ Send invoices and contracts to: Accounts  
Finance and Administrative Services Branch  
5<sup>th</sup> Floor, 835 Humboldt Street  
P.O. Box 9178, STN PROV GOVT  
Victoria, BC V8W 9H8 Fax: (250) 952-6569

FASB Use Only: (Receipt of completed batch in branch - FASB date stamp)

Report Id: P030

Requestor: SALABERG

Advanced Education

Batch Details

Page:  
Run On: 2012/01/05  
At: 14:45:50

Report Parameters

From Batch.....: AE12JANDSU01

To Batch.....: AE12JANDSU01

From Batch Date.....:

To Batch Date.....:

Include Invoice Comments?.....: No

From Batch : AE12JANDSU01  
To Batch : AE12JANDSU01

## Batch Details

From Batch Date:  
To Batch Date :Batch : AE12JANDSU01  
Batch Date : 2012/01/05# 1 Supplier: NOVEK, RICHARD #2379897/001  
823 6TH ST E  
NORTH VANCOUVER BC V7L1R8Invoice Type : STANDARD  
Invoice Received: 2012/01/04  
Goods Received : 2012/01/04  
Validate Status : ValidatedInvoice # : JAN042012  
Invoice Date : 2011/12/20  
Approval Status : Approved  
Qualified Receiver: ADAM MOLINEUX  
Expense Authority : BURNS, SUSAN GPayment Due : 2012/01/04 Amount : 984.28  
Pay Group : GEN CHQ Balance : 984.28  
Spec Handling: N Remit Code: 00  
Pay Alone : No Terms : Immediate  
Tax Code :

Stub Comments : REIMBURSEMENT FOR INTERNATIONAL EDUCATION COUNCIL MTGS

Distribution

Line Charge Account

GL Date

Amount

Matched PO

PO Reference

Tax Code

1 019.11225.18110.6005.1100000.000000.0000 2012/01/09 984.28  
Line Description: REIMBURSEMENT FOR INTERNATIONAL EDUCATION COUNCIL MTGS

Batch: AE12JANDSU01

| Invoice Status  | Amount | Count |
|-----------------|--------|-------|
| Validated       | 984.28 | 1     |
| Batch Control   | 984.28 | 1     |
| Approval Status | Amount | Count |
| Approved        | 984.28 | 1     |
| Batch Control   | 984.28 | 1     |

\*\*\*\*\* End Of Report \*\*\*\*\*

**TRAVEL EXPENSE CLAIM  
FOR NON-BC GOVERNMENT EMPLOYEES**

Programs Branch

JAN 04 2012

INVOICE #

**FORM USAGE**

This form is for use by non-BC government employees to claim travel expenses. Refer to the attached Appendix 2 for guidelines and allowable rates. After completion, the individual should forward the original claim form (with letter of agreement and receipts attached) to their ministry financial contact. The qualified receiver will complete and sign the Coding section and forward the claim to Finance, Accounts for processing. A cheque will be forwarded to the *Cheque Mailing Address* shown below.

**CHEQUE INFORMATION**

Payee Name: RICHARD NOVEK Supplier # \_\_\_\_\_ Location Code: \_\_\_\_\_  
Cheque Mailing Address: \_\_\_\_\_  
Reason for Travel: International Education Council

| DATE OF TRAVEL     | PLACES TRAVELLED                 | PERSONAL VEHICLE USE<br>DISTANCE x KM<br>RATE \$ .50 | BUS/TAXI/AIR/FERRY COSTS | B      | L | D | MEALS: | ACCOMMODATION COSTS | MISCELLANEOUS<br>(CAR RENTAL, PHONE, ATM FEES, ETC.)<br>COST | DESCRIPTION | TOTAL DAILY COSTS |
|--------------------|----------------------------------|--|--------------------------|--------|---|---|--------|---------------------|--|-------------|-------------------|
| M D                | FROM/TO (ENTER CITY NAMES)       | KM   | \$                       | \$     |   |   | \$     | \$                  | \$   |             | \$                |
| 10 31              | VANCOUVER to VICTORIA            |  |                          | 343.24 | ✓ |   | 17.08  |                     |  |             | 360.32            |
| 11 30              | VANCOUVER to VICTORIA            | 151.8  | 75.90                    | 126.60 | ✓ | ✓ | 28.86  |                     | 2.00   | Parking     | 232.76            |
| 12 12              | VANCOUVER to Capilano University | 6.8  | 3.40                     |        |   |   | 36.50  |                     | 1.50   | Parking ✓   | 8.40              |
| 12 14              | VANCOUVER to VICTORIA            |  |                          | 343.24 | ✓ |   | 19.15  |                     | 1.50   | Seabus      | 367.39            |
|                    |                                  |  |                          |        |   |   | 22.00  |                     |  |             | 310.24            |
| <b>CLAIM TOTAL</b> |                                  |  |                          |        |   |   |        |                     |  |             | <b>968.87</b>     |

**CODING**

Client: 019 Resp: 11225 Svc Line: 18110 STOB: 6005 Proj: 1100000

Adam Holineux  
Qualified Receiver Printed Name

[Signature]  
Qualified Receiver Signature

Jan 5, 2012  
Date

S. Brown - e-sign  
Expense Authority Printed Name

[Signature]  
Traveller's Signature

20/12/11  
Date

Certified this is a true statement of disbursements made to which I am entitled as a result of travel on government business as detailed above and for which I have not been and will not be reimbursed by any other party.



Richard Novek  
Director of Operations

ILSC EDUCATION GROUP  
555 Richards Street  
Vancouver, British Columbia  
V6B 2Z5 Canada

☎ 604.689.9095 ext. 11322  
☎ 604.683.0771  
© S22  
© Richard.Novek@ilsc.com

www.ilsc.com



VANCOUVER - TORONTO - MONTREAL - NEW DELHI - SAN FRANCISCO - BRISBANE - SYDNEY



Short Term: Meter #2

DISPLAY THIS SIDE UP  
ON DASHBOARD

GST# 1209-6095 RT0005

▼ PARKING TIME EXPIRES AT ▼

12/12

01:14pm

2011 Ticket 0072786/124  
AMOUNT ✓ 005.00 CC  
12/12/2011 10:44am

ST #  
IER #  
TERM #  
LERK:0001  
UTH#:083972  
RANS#:0002625

ARD S22  
ISA  
ATE 2011/11/30  
IME 13:20:00  
EC CN4172541-037-1001  
REFERENCE 037001001001

PURCHASE  
AMOUNT \$24.00  
TIP \$4.00  
TOTAL \$28.00

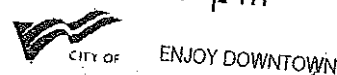
TRANSACTION  
00 - APPROVED - C  
THANK YOU  
CUSTOMER COPY

Card  
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40 00 00 80 00

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2503890711  
THANK YOU

328  
YOUR PARKING SPACE  
TER SPACE NUMBER  
PARKING EXPIRY TIME

30/11/  
01:57pm



ENJOY DOWNTOWN

00  
00.21  
00.00

AED-2012-00017  
Page 385

PURCHASE  
BC Ferries

2011/11/30  
Swartz Bay  
To  
Tsawwassen  
AUTH ONLY  
1 Adult 14.25  
20' Undersize Vehi 47.25  
Fuel Surchg 1.50  
Total 63.00  
S22 63.00  
001/00-BCFPUSW8059  
866001001291  
Approved: 030992  
CHANGE DUE 0.00

LANE 04

SWB 30 Nov 2011 18:04



1005018 130519  
SEE REVERSE SIDE OF TICKET

PURCHASE

BC Ferries

2011/11/30  
Tsawwassen  
To  
Swartz Bay  
AUTH ONLY  
20' Undersize Vehi 47.25  
1 Adult 14.25  
Fuel Surchg 1.50  
Total 63.00  
S22 63.00  
001/00-BCFPUSW8059  
212001001484  
Approved: 047820  
CHANGE DUE 0.00

LANE 41

TSA 30 Nov 2011 09:51



1007115 279436  
97781  
SEE REVERSE SIDE OF TICKET



FLYING OTTER GRILL  
956 HARF STREET  
VICTORIA, BC V8W 1T3  
FLYING OTTER

K4175249  
ID: 37

BATCH#: 338001001  
SHIFT#:

Sale

: 000000003

SEON: 338001001  
sa Credit

S22

10 00 00 00  
0  
LEAKS2229

nt: \$ 14.  
\$ 2.

1: CAD\$ 17.

APPROVED 052307  
001/00

11 12:1

CUSTOMER COPY  
THANK YOU

# Harbour Air Seaplanes

Vancouver (604) 274-1277  
Victoria (250) 384-2215  
Nanaimo (250) 714-0004

Toll-free 1-800-665-0212  
Website: www.harbourair.com  
31/10/2011 7:32:47 AM  
GST: 84295 5858 RT0001

## CUSTOMER COPY

### Booking Information:

Richard Novek (Ilsc Educ  
#327/Twin Otter / 1  
day, October 31, 2011  
Leaves Vancouver Harbour @ 08:00 AM  
Arrives Victoria Harbour @ 08:30 AM

Invoice #: 3156681

1.00 Sked WCA 300 : Web Fare \$147.73 CD  
1.00 Sked WCA 300 : Carbon Offs \$0.50 CD  
1.00 Sked WCA 300 : Fuel Surcha \$5.00 CD

Richard Novek (Ilsc Education Group)  
#214 / 1 Passenger(s)  
day, October 31, 2011  
Leaves Victoria Harbour @ 12:40 PM  
Arrives Vancouver Harbour @ 13:15 PM

Invoice #: 3156682

1.00 Sked 200 : Fuel Surcharge \$5.00 CD  
1.00 Sked 200 : Fuel Surcharge \$5.00 CD  
1.00 Sked 200 : Web Fare - \$ \$147.73 CD

Harmonized Sales Tax \$30.70 T101

Grand Total \$343.24 CDN

### Payment Information:

Visa : Payment \$343.24 CDN

Date/Time..... 31/10/2011 7:32:44 AM  
Terminal..... HACCXH10  
Action..... Purchase

ST

WE.DE.14 04:18 P -1-2 250 0  
Date Expires at Zone issued #of Zones Value Category

### CONDITIONS OF USE

1. Valid for travel for fare indicated until expiry date/time printed, on South Coast British Columbia Transportation Authority (TransLink) transportation service region buses, SeaBus and SkyTrain.
2. To travel additional zones during Regular Fare Periods, purchase an AddFare at time of travel.
3. Proof of Payment/Transfer must remain in the possession of the user at all times while on board transit vehicles and within Fare Paid Zones. It must be produced for inspection on request of the operator or other official of TransLink, its designated subsidiaries, or operating companies.
4. Use of this transfer is subject to the terms and conditions of the South Coast British Columbia Transportation Authority Transit Tariff.
5. Contravention may result in confiscation of the transfer and/or prosecution. Customer Information 604-953-3333, Lost Property 604-682-7887.

NOT FOR RESALE. NON TRANSFERABLE. VOID IF ALTERED.

ST

WE.DE.14 09:06A -2-2 250 0  
Date Expires at Zone issued #of Zones Value Category

### CONDITIONS OF USE

1. Valid for travel for fare indicated until expiry date/time printed, on South Coast British Columbia Transportation Authority (TransLink) transportation service region buses, SeaBus and SkyTrain.
2. To travel additional zones during Regular Fare Periods, purchase an AddFare at time of travel.
3. Proof of Payment/Transfer must remain in the possession of the user at all times while on board transit vehicles and within Fare Paid Zones. It must be produced for inspection on request of the operator or other official of TransLink, its designated subsidiaries, or operating companies.
4. Use of this transfer is subject to the terms and conditions of the South Coast British Columbia Transportation Authority Transit Tariff.
5. Contravention may result in confiscation of the transfer and/or prosecution. Customer Information 604-953-3333, Lost Property 604-682-7887.

NOT FOR RESALE. NON TRANSFERABLE. VOID IF ALTERED.

# Harbour Air Seaplanes

Vancouver (604) 774-2777

Victoria (250) 384-2215

Nanaimo (250) 714-0004

Toll-free 1-800-665-0212

Website: www.harbourair.com

14/12/2011 8:16:14 AM

GST: 84295 5858 RT0001

## CUSTOMER COPY

### Booking Information:

Edward Novek (Ilsc Education Group)  
Flight #207/Twin Otter / 1 Passenger(s)  
Wednesday, December 14, 2011  
Departs Vancouver Harbour @ 08:40 AM  
Arrives Victoria Harbour @ 09:15 AM

Invoice #: 3203335

1.00 Sked 200 : Carbon Offset \$0.50 CDN  
1.00 Sked 200 : Fuel Surcharge \$5.00 CDN  
1.00 Sked 200 : Web Fare - \$ \$147.73 CDN

Edward Novek (Ilsc Education Group)  
Flight #216 / 1 Passenger(s)  
Wednesday, December 14, 2011  
Departs Victoria Harbour @ 13:40 PM  
Arrives Vancouver Harbour @ 14:15 PM

Invoice #: 3203336

1.00 Sked 200 : Carbon Offset \$0.50 CDN  
1.00 Sked 200 : Fuel Surcharge \$5.00 CDN  
1.00 Sked 200 : Web Fare - \$ \$147.73 CDN

Harmonized Sales Tax \$36.78 HST  
Grand Total \$343.24 CDN

### Payment Information:

Visa : Payment \$343.24 CDN

Date/Time.....: 14/12/2011 8:16:10 AM  
Terminal.....: HACCXH15  
Action.....: Purchase  
Card Type.....: VISA  
Card Number.....: S22  
Expiration.....:  
Amount.....: \$343.24  
Authorization.....: 050569

FLYING OTTER  
950 HARBOUR STREET

VICTORIA, BC V8N 1T3  
FLYING OTTER

M ID: K4179249  
EMPLOYEE ID: 66

BATCH#: 3  
SHIFT#: 1

### Sale

INV#: 0000000010

SA

SEON: 38200100

Transaction Label: Visa Credit

S22

Amount: \$ 16.00  
TIP: \$ 3.00

Total: CAD\$ 19.00

APPROVED 039782  
001/00

4-Dec-11

12-11

CUSTOMER COPY  
THANK YOU

## TRAVEL EXPENSES PROJECT COUNCIL MEMBERS

The following are the reimbursement limits for the specified allowable travel expenses. Please provide all relevant documentation to the Project Council Team (attn: Adam Molineux) at PO Box 9162 Stn Prov Govt, Victoria BC -- V8W 0H8. If you have any questions regarding expense claims, please contact Adam Molineux at (250) 387-2594, or by e-mail at adam.molineux@gov.bc.ca.

Original receipts should be submitted with the expense claim (when receipts are required).

For the purposes of this document, "Traveller" shall include Project Council members appointed by the Ministry.

The Traveller must use the most economical mode of travel and be outside their headquarters area (32 km from home or where they ordinarily perform their services) to be eligible to claim travel, meal and accommodation expenses.

**1. Meal Allowances:**

Where meals are not provided, the amounts that may be claimed for meals will be based on the following rate:

**RATES**

|                           |         |   |
|---------------------------|---------|---|
| Breakfast only            | \$22.00 | Claim if travel starts before 7:00 AM or ends after 7:00AM        |
| Lunch only                | \$22.00 | Claim if travel starts before 12:00 noon or ends after 12:00 noon |
| Dinner only               | \$28.50 | Claim if travel starts before 6:00 PM or ends after 6:00PM        |
| Breakfast and lunch only  | \$30.00 | See above   |
| Breakfast and dinner only | \$36.50 | See above   |
| Lunch and dinner only     | \$36.50 | See above   |
| Full day                  | \$49.00 |   |

**2. Private Vehicle Use:**

The private mileage allowance is \$0.50 per km (receipts are not required). This rate can be claimed when using a private vehicle for travel.

**3. Taxi and Parking:**

Taxi and parking charges may be reimbursed, at cost, with submission of receipts. Tips cannot be claimed.

**4. Accommodation:**

- The maximum amounts that may be claimed for hotel/motel accommodation are on Page 2. Receipts and proof of payment are required.
- Private lodging: \$30 per night may be claimed when private lodging is arranged. No receipt required.

**5. Airfare:**

Only economy airfare will be reimbursed. Passenger copy of air ticket or itinerary, and proof of payment are required.

**6. Miscellaneous Expenses:**

Cost of passenger and/or vehicle ferry travel and highway tolls and airport improvement fees can be claimed if supported by a receipt. Laundry, gratuities, portage and personal internet/phone calls cannot be claimed.

## ACCOMMODATION RATE THRESHOLDS FOR PROJECT COUNCIL MEMBERS

Daily hotel/motel accommodation stays will be reimbursed at cost, not to exceed the maximum rates by city as set out below. Only the single-person rate for a standard room will be reimbursed.

| City      | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|-----------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Vancouver | 135 | 135 | 135 | 150 | 150 | 160 | 160 | 160 | 160  | 140 | 140 | 140 |
| Victoria  | 100 | 100 | 100 | 100 | 140 | 140 | 140 | 140 | 140  | 100 | 100 | 100 |