



Ref: 12236

OCT 29 2013

Mr. Ben Stewart

s22

Dear Mr. Stewart:

**Re: Order in Council Appointment
British Columbia Investment and Trade Commissioner**

I am pleased to confirm your appointment to the above noted position. As previously discussed, the position will require that you establish residency in China. The appointment will be at the pleasure of the Crown and continue until such time that the order in council is rescinded.

For the purposes of professional assignment, consultation, and direction you will be accountable to me in my capacity as the Minister of International Trade. For administrative purposes you will take direction and support from Shannon Baskerville, Deputy Minister of International Trade. Terms of Reference that provide a high level overview of the position are appended to this letter.

Your salary will be \$150,000 per annum. The salary is not subject to any holdback provision. In addition to your salary you will receive 8% in lieu of employer pension contributions. You will be responsible for any personal RRSP contributions you wish to make.

Vacation entitlement commences at five weeks per year.

You will be provided with employer paid health and welfare benefits procured through Pacific Blue Cross and Long Term Disability Benefits procured through private coverage. Any benefit related employer payments required by Chinese statute will also be covered while you are resident in China.

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You ^{s22} are authorized to make an exploratory trip to secure accommodation and address any residency requirements. Subsequent to the exploratory trip, you are authorized for five round trip tickets per year for personal use. All round trip tickets are subject to the economy class airfare rate.

Accommodation and living expenses will be covered to a maximum of \$5000 per month. Living expenses include, but are not limited to, disbursements for services such as utilities, internet, furniture rental, housekeeping services, and related expenses.

You are authorized to arrange transportation in Beijing that is suitable to your needs, but not to exceed \$3000 per month.

You are authorized to engage in language lessons at a maximum cost of \$2,400 per year.

There are no severance provisions offered or implied as part of this appointment. Should your OIC be rescinded, you will be provided with one way airline travel to return home and a \$5000 lump sum to ship any personal effects.

Travel expenses incurred in the conduct of business will nominally be at the Group 3 rate but are subject to review based on local costs. The current Group 3 rates can be confirmed at: http://www2.gov.bc.ca/local/myhr/documents/travel/travel_allowances_app1.pdf.

The *Public Service Act* requires that you swear or affirm an oath of employment. Your acceptance of this offer confirms your understanding of and agreement to comply with the Standards of Conduct for Public Service Employees. These documents are available at http://employment.gov.bc.ca/employee_paperwork/.

If you have any questions regarding these terms of employment, or if there are any omissions you would like clarified, please contact Shannon Baskerville at 250-952-0242.

Please confirm acceptance of this offer below and return a copy to Shannon Baskerville and myself.

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Mr. Ben Stewart
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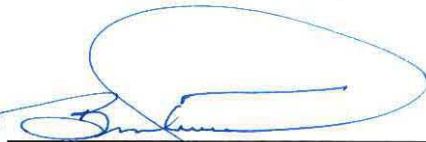
I wish you every success in this exciting and challenging role.

Sincerely,

Teresa Wat

Teresa Wat
Minister

I Accept / Decline



Date: Oct 29, 2013

cc: Ms. Lynda Tarras, Deputy Minister, BC Public Service Agency

Ms. Shannon Baskerville, Deputy Minister, Ministry of International Trade

Appendix 1 - BC Investment and Trade Commissioner

TERMS OF REFERENCE

1. Objective

- To appoint a senior government official representative located in Beijing to promote and advance British Columbia's trade and economic interests and strengthen government to government relationships in Asia.

2. Business Rationale

- With the tremendous economic growth in Asia, BC recognizes that strengthening ties is important to attract new investment, increase trade and create jobs at home.
- The province's trade and investment representatives have been doubled as part of the Jobs Plan and that doubling is generating more trade and investment leads and opportunities.
- We need to take advantage of the increasing number of opportunities, by converting them into investment and trade deals here at home in British Columbia.
- In Asia, building stronger, closer and more sustained government to government relationships is a critical part of successfully doing business.
- Business success in Asia requires being seen alongside and together with government, taking advantage of vehicles like government to government memorandums of understanding that establish a foundation to grow business connections, or having government officials witness business to business deals and partnership agreements.
- Those activities require the Province of British Columbia to have a high level official representative on the ground in Asia, who has the authority to influence and advance trade and investment priorities on behalf of government.

3. Geographic and Sectoral Scope

- Geographic Coverage – Asia, but with a focus on China, Japan and Korea.
- Sectoral Coverage – All jobs plan sectors, with a particular focus on LNG opportunities.

4. Mandate / Responsibilities

- Act as the official Province of British Columbia on-the-ground representative in Asia.
- Report to the Minister of International Trade and Premier, and advise Ministers, businesses and local governments on a strategic approach to advance the province's trade and investment priorities in Asia.
- Establish monthly meetings with Managing Directors of BC's Trade and Investment Offices in Asia and BC-based country Directors of Ministry of International Trade to advance key strategic trade and investment files.
- Foster and strengthen government to government relationships key to BC companies successfully doing business in Asia.
- Leverage and maximize key strategic opportunities identified and developed as a result of trade and investment missions of the Premier and Ministers.

- Initiate and/or build strategic relationships with key companies and executives interested in developing, investing in or exporting BC's natural gas opportunities.
 - Lead the development and implementation of strategies to identify and attract key Asian companies to establish their North American head offices in BC.
 - Represent and promote the Province of British Columbia in meetings with other governments, businesses and stakeholders, including acting as Host where appropriate.
 - Represent and promote the Province of British Columbia at events and activities to advance the Asia Pacific Trade and Investment Strategy and government trade priorities.
 - Lead the negotiation and/or development of partnerships, protocols, Memorandums of Understanding and/or agreements with other governments, agencies and institutions, including acting as official signatory for the Province of British Columbia where required.
5. Accountability
- The Commissioner will report directly to the Minister of International Trade and Premier.
 - The Minister of International Trade will designate responsibility for day to day operational issues to the Deputy Minister of International Trade.
6. Support
- Budget, including travel, hosting, gifting, office support will be researched and assessed.
 - Need for official office space in Beijing will be researched and assessed.
 - Other operational support can be provided through Ministry headquarters.
7. Reporting, Outcomes and Review
- Commissioner will track key activities, meetings and outcomes in the Ministry's Sales force CRM system.
 - Commissioner will develop key performance metrics in consultation with the Ministry of International Trade and in line with Ministry performance metrics.
 - The Minister of International Trade will review the performance of the Commissioner annually to ensure performance objectives are achieved, and provide updates on activities and results.
8. Key Working Relationships
- Trade and Investment Representatives in-market, particularly those in China, Japan and Korea.
 - Department of Foreign Affairs, Trade and Development Canada representatives in Asia.
 - Government agencies and Crowns with international mandates (BCFII, Destination BC, Advantage BC).
 - BC Business Council
 - Key business contacts in Asia

PROVINCE OF BRITISH COLUMBIA
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL


Order in Council No. **466**, Approved and Ordered **OCT 25 2013**

Lieutenant Governor

Executive Council Chambers, Victoria

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and consent of the Executive Council, orders that

- (a) Ben Stewart is appointed to the position of BC Investment and Trade Commissioner, in the office of the Minister of International Trade, being a position which will require the incumbent to act in a confidential capacity to a member of the Executive Council, and
- (b) Ben Stewart is to be paid in accordance with the Deputy Minister salary range to a maximum salary of \$170 000 per year.



Presiding Member of the Executive Council

(This part is for administrative purposes only and is not part of the Order.)

Authority under which Order is made:

Act and section: Public Service Act, R.S.B.C. 1996, c. 385, s. 15 (1) (a)

Other: _____

October 24, 2014

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O/662/2013/33