

Not Responsive

From: Knittelfelder, Stuart PSA:EX
Sent: Wednesday, October 30, 2013 8:05 AM
To: Hermiston, Marilee PSA:EX
Cc: Der, Connie J PSA:EX
Subject: FW: Letter from the Honourable Teresa Wat

Marilee;

Please give me a call, this one has some nuances to it.

Stuart Knittelfelder, Director

Total Compensation & Benefits, Talent Management Division, BC Public Service Agency
810 Blanshard Street, Victoria BC, V8W 9V1 / 250.387.0429 / 250.882.8252 (mobile)
MyHR@gov.bc.ca | 250.952.6000 | Toll Free 1.877.277.0772



Where ideas work

From: Tarras, Lynda PSA:EX
Sent: Tuesday, October 29, 2013 7:05 PM
To: Knittelfelder, Stuart PSA:EX; Der, Connie J PSA:EX
Subject: Fwd: Letter from the Honourable Teresa Wat

FYI

Sent from my iPad

Begin forwarded message:

From: "Minister, MIT MIT:EX" <MIT.Minister@gov.bc.ca>
Date: October 29, 2013 at 4:03:02 PM PDT
To: " S. 22
Cc: "Tarras, Lynda PSA:EX" <Lynda.Tarras@gov.bc.ca>, "Baskerville, Shannon MIT:EX" <Shannon.Baskerville@gov.bc.ca>
Subject: Letter from the Honourable Teresa Wat

Please find attached letter and appendix from the Honourable Teresa Wat, Minister of International Trade and Minister Responsible for the Asia Pacific Strategy and Multiculturalism.

Office of the Minister
Ministry of International Trade
and Minister Responsible for the Asia Pacific Strategy
and Multiculturalism

Prodan, Matthew MTIC:EX

From: Hermiston, Marilee PSA:EX
Sent: October-31-13 11:05 AM
To: Busenius, Julie PSA:EX
Subject: FW: Letter from the Honourable Teresa Wat
Attachments: 20131029154044.pdf; ATT00001.htm; 20131029155357.pdf; ATT00002.htm

Marilee Hermiston

From: Der, Connie J PSA:EX
Sent: Wednesday, October 30, 2013 8:13 AM
To: Hermiston, Marilee PSA:EX
Subject: FW: Letter from the Honourable Teresa Wat

Over to you...thanks.

Connie Der, HR Service Representative
HR Services Centre | Client Services | BC Public Service Agency
Second Floor, 810 Blanshard Street | Victoria, BC | V8W 2H3
250-952-0272



Where ideas work

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Office of the Minister



BRITISH
COLUMBIA

Ref: 12236

OCT 29 2013

Mr. Ben Stewart

S. 22

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.

.../2

You s. 22 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.

.../3

Mr. Ben Stewart
Page 3

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

Sincerely,

A handwritten signature in cursive script that reads "Teresa Wat".

Teresa Wat
Minister

I Accept / Decline _____ **Date:** _____

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 (BCFIL, Destination BC, Advantage BC).
 - BC Business Council
 - Key business contacts in Asia

PROVINCE OF BRITISH COLUMBIA

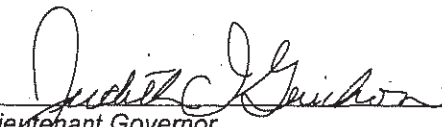
ORDER OF THE LIEUTENANT GOVERNOR IN COUNCIL

Order in Council No.

466

, Approved and Ordered

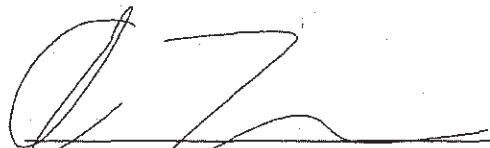
OCT 25 2013


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

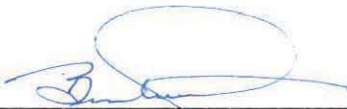
page 1 of 1

O/662/2013/33

Information and Communications Technology (ICT) Agreement

Information Management and Information Technology Management

I, BEN STEWART, have received a copy of the Standards of Conduct and Chapter 12, Core Policy and Procedures Manual and understand my responsibilities regarding the appropriate use of government information and communications technology.



Employee Signature

OCTOBER 30, 2013

Date

Pc: BCPSA HR Client Services for Employee Personnel File



Where ideas work

Standards of Conduct Acknowledgement

The Standards of Conduct Policy for BC Public Service employees can be read online and downloaded in printable format.

The objectives of this policy are to describe the standards of conduct expected of employees and to define employer and employee responsibilities related to them. Some of the principles described in the policy statement are reflected in the Oath of Employment taken by all employees upon entering the Public Service.

Public Service employees who breach the Standards of Conduct may be subject to disciplinary action up to and including dismissal.

Please ensure you read the policy and adhere to its principles and procedures, noting especially the accountabilities of employees. Sign the statement at the bottom of this page and return it to MyHR@gov.bc.ca within ten working days. Retain the attached policy for your records.

I hereby acknowledge that I have received a copy of the policy on Standards of Conduct and that I have read and understood this policy.



Signature

BEN STEWART

Name

OCTOBER 30, 2013

Date

Brought to you by the

BC Public Service Agency

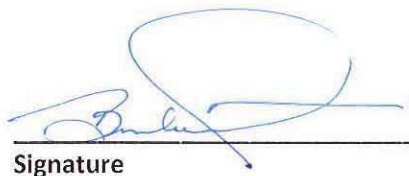
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Signature

BEN STEWART
Name

OCTOBER 30, 2013
Date