

From: [Soares, Ramona MIT:EX](#)
To: [Baskerville, Shannon MIT:EX](#)
Cc: [Smollett, Debbie MIT:EX](#)
Subject: FW: Ben Stewart amend letter
Date: Thursday, February 20, 2014 5:25:00 PM
Attachments: [image003.jpg](#)
[image001.png](#)
[Ben Stewart amend letter.docx](#)

Ben has reviewed and is fine with this. It is now ready to be signed by MO.

As Ben leaves next week (date to be confirmed), it will be good to get the letter ready for him for Monday.

Thanks

Ramona Soares, BA MBA

Assistant Deputy Minister
Ministry of International Trade
International Business Development
730-999 Canada Place, Vancouver, British Columbia, Canada

T: 604-660-5896

M: s17



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Mr. Ben Stewart

s22

Dear Mr. Stewart:

This correspondence is to confirm some changes to the terms of employment that were included in your October 29, 2013 appointment letter as the BC Trade and Investment Commissioner. The specific amendments are as follows:

- The appointment letter provides for “five round trip air tickets per year for personal use”. The value of a flexible round trip ticket between Beijing and your home s22 has been nominally assessed at \$3000. The five trip limitation at the economy class airfare has since been deemed restrictive. You are therefore authorized to claim up to a maximum of \$15,000 per year for documented personal travel for you and your spouse. While this does not provide for an enhanced benefit beyond the original terms of employment, it does provide you with greater flexibility. The \$15,000 maximum is exclusive of the exploratory trip noted in your appointment letter.
- It has become evident the \$5,000 per month living expense budget is prohibitive for a furnished apartment in the Central Business District of Beijing. You are therefore authorized for documented living expenses to a maximum of \$7,500 per month to secure suitable accommodation and services.

All other items in your October 29, 2013 appointment letter remain unchanged.

Establishing a Trade Commissioner in a foreign posting is relatively new experience for the province. I appreciate your patience and cooperation in amending the terms of the appointment to ensure a successful venture.

I would also like to take this opportunity to recognize your level of engagement in your new role and congratulate you on your early success in building an impressive network of contacts.

Teresa Wat
Minister

Cc: Ms. Shannon Baskerville, Deputy Minister, International Trade

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

From: [Soares, Ramona MIT:EX](#)
To: [Knittelfelder, Stuart PSA:EX](#)
Subject: RE: Ben Stewart amend letter
Date: Friday, February 21, 2014 4:19:00 PM
Attachments: [image001.jpg](#)
[image003.png](#)
[image004.png](#)

Ok, thanks Stuart. Have a great weekend. Back into the hockey fever here in the lower mainland.

Ramona Soares, BA MBA

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From: Knittelfelder, Stuart PSA:EX
Sent: Friday, February 21, 2014 4:11 PM
To: Soares, Ramona MIT:EX
Subject: RE: Ben Stewart amend letter

Ramona,

Just to close the loop, Ben is subject to the 24% chargeback we apply to all employees. We do pay his health and welfare insurance to Pacific Blue Cross at a cost of \$500-600 / month but absorb it in to the chargeback.

Stuart

From: Soares, Ramona MIT:EX
Sent: February-20-14 9:36 PM
To: Knittelfelder, Stuart PSA:EX
Subject: Re: Ben Stewart amend letter

Stuart I got the amt. Thanks

From: Soares, Ramona MIT:EX

Sent: Thursday, February 20, 2014 3:48 PM
To: Knittelfelder, Stuart PSA:EX
Subject: RE: Ben Stewart amend letter

Ha. Teamwork always works!

On another note, could you let me know how much Ben's benefits are (in \$\$) based on his salary of \$150k - thanks Stuart.

Ramona Soares, BA MBA

Assistant Deputy Minister
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From: Knittelfelder, Stuart PSA:EX
Sent: Thursday, February 20, 2014 3:46 PM
To: Soares, Ramona MIT:EX
Subject: RE: Ben Stewart amend letter

Thank you Ramona.

s22

Stuart Knittelfelder, Executive Account Director
Executive Account Management and Consulting | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250 882.8252
MyHR@gov.bc.ca | 250.952-6000 | Toll Free 1.877.277.0772

From: Soares, Ramona MIT:EX
Sent: February-20-14 3:30 PM
To: Knittelfelder, Stuart PSA:EX
Subject: FW: Ben Stewart amend letter

Hi Stuart,

Just left you a voice msg. I have edited the housing to reflect \$7,500 per month which is \$90,000 per fiscal. Attaching email i had sent that referenced this and it is consistent with the original letter that had housing at \$\$ per month as well. Thanks

Ramona Soares, BA MBA

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From: Soares, Ramona MIT:EX
Sent: Thursday, February 20, 2014 10:11 AM
To: Stewart, Ben MIT:EX
Subject: Fw: Ben Stewart amend letter

Hi Ben

This amended letter addresses the glitches with the original letter in the ares of travel and housing. Please review and let me know if you are ok with this.

Will get final signed by MO

To you once you confirm.

If you need to discuss or have questions pls let me know and I can call you.

Thanks

Ramona Soares, BA MBA

Assistant Deputy Minister

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International Business Development
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M: s17



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From: Knittelfelder, Stuart PSA:EX
Sent: Wednesday, February 19, 2014 11:48 AM
To: Soares, Ramona MIT:EX
Subject: Ben Stewart amend letter

Ramona:

Attached is some proposed content for a Ministerial letter. It is brief and to the point. s13

I would appreciate receiving a signed copy (scanned is fine) back so I can ensure it find it was to the correct file. Thank you.

Stuart Knittelfelder, Executive Account Director
Executive Account Management and Consulting | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250 882.8252
MyHR@gov.bc.ca | 250.952-6000 | Toll Free 1.877.277.0772



From: [Soares, Ramona MIT:EX](#)
To: [Matisz, Gregory E MIT:EX](#)
Subject: FW: BCRA Estimates Q&A
Date: Friday, February 21, 2014 11:54:00 AM
Attachments: [image001.jpg](#)
[BCRA Estimates Q&A.docx](#)

I am just doing some prep in anticipation of this coming our way. Can you add info that you think will help.

Ramona Soares, BA MBA

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From: Han, Henry MIT:EX
Sent: Thursday, February 20, 2014 11:20 AM
To: Soares, Ramona MIT:EX
Cc: Irwin, Paul MIT:EX
Subject: BCRA Estimates Q&A

Ramona, please see the first cut at BCRA's Q&A. GCPE created an initial document of Q&As which I have edited/updated as well as providing some new material.

For Ben's costs to date we will need Div-Ops to provide and I have highlighted that on the document as well as his costs associated with his benefits (medical/pension etc.)

Henry

BCSRA Q & A

s13

Pages 9 through 11 redacted for the following reasons:

s13

From: [Baskerville, Shannon MIT:EX](#)
To: [Soares, Ramona AVED:EX](#); [Bhullar, Barinder MIT:EX](#)
Cc: [Smollett, Debbie MIT:EX](#)
Subject: Fwd: Letter from the Honourable Teresa Wat
Date: Wednesday, February 26, 2014 6:37:21 PM
Attachments: [12952 Stewart signed.pdf](#)
[ATT00001.htm](#)

FYI for your records

Sent from my iPhone

Begin forwarded message:

From: "Minister, MIT MIT:EX" <MIT.Minister@gov.bc.ca>
Date: February 26, 2014 at 4:46:40 PM PST
To: "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 your copy of Minister Teresa Wat's letter addressed to Mr. Ben Stewart.

Thank you.

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



Ref: 12952

FEB 25 2014

Mr. Ben Stewart
Investment and Trade Commissioner

s22

Dear Mr. Stewart:

This correspondence is to confirm some changes to the terms of employment that were included in your October 29, 2013 appointment letter as the BC Trade and Investment Commissioner. The specific amendments are as follows:

- The appointment letter provides for “five round trip air tickets per year for personal use”. The value of a flexible round trip ticket between Beijing and your home s22 has been nominally assessed at \$3000. The five trip limitation at the economy class airfare has since been deemed restrictive. You are therefore authorized to claim up to a maximum of \$15,000 per year for documented personal travel for you and your spouse. While this does not provide for an enhanced benefit beyond the original terms of employment, it does provide you with greater flexibility. The \$15,000 maximum is exclusive of the exploratory trip noted in your appointment letter.
- It has become evident the \$5,000 per month living expense budget is prohibitive for a furnished apartment in the Central Business District of Beijing. You are therefore authorized for documented living expenses to a maximum of \$7,500 per month to secure suitable accommodation and services.

All other items in your October 29, 2013 appointment letter remain unchanged.

Establishing a Trade Commissioner in a foreign posting is a relatively new experience for the Province. I appreciate your patience and cooperation in amending the terms of the appointment to ensure a successful venture.

.../2

Mr. Ben Stewart
Page 2

I would also like to take this opportunity to recognize your level of engagement in your new role and congratulate you on your early success in building an impressive network of contacts.

Sincerely,

A handwritten signature in black ink, appearing to read 'Teresa Wat', with a stylized flourish at the end.

Teresa Wat
Minister

pc: Ms. Shannon Baskerville
Deputy Minister
Ministry of International Trade and
Minister Responsible for the Asia Pacific Strategy and Multiculturalism

Ms. Lynda Tarras
Deputy Minister
BC Public Service Agency

From: [Soares, Ramona MIT:EX](#)
To: [Knittelfelder, Stuart PSA:EX](#)
Subject: RE: Merit commissioner
Date: Friday, March 21, 2014 2:19:00 PM
Attachments: [image001.jpg](#)

Thank you Stuart

Ramona Soares
Assistant Deputy Minister
International Business Development
Ministry of International Trade
Suite 730-999 Canada Place, Vancouver, British Columbia
Canada V6C 3E1
T: 604.660.5896



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From: Knittelfelder, Stuart PSA:EX
Sent: Friday, March 21, 2014 2:04 PM
To: Soares, Ramona MIT:EX
Subject: RE: Merit commissioner

Ramona:

Extended Health and Dental

CPP

EI

s22

8% lieu of Pension

s22

The \$37,500 is the “chargeback” amount on his base salary that is paid on all employee salaries. It covers some things over and above direct benefits such as labour arbitration, litigation, aviation insurance, etcthat are paid on behalf of government.

Stuart

From: Soares, Ramona MIT:EX
Sent: March-21-14 9:29 AM
To: Knittelfelder, Stuart PSA:EX
Subject: RE: Merit commissioner

Hi Stuart in addition to the question below can you confirm the following :

- What do his benefits include?
- The Special Representative's benefits package include medical, dental, life insurance, CPP, EI and pension contributions similar to that of a public servant.
- (We have his benefits package at 37,5000 and salary at 150,000)

Ramona Soares

Assistant Deputy Minister
International Business Development
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T: 604.660.5896



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From: Little, Christine MIT:EX
Sent: Thursday, March 20, 2014 8:38 PM
To: Baskerville, Shannon MIT:EX; Soares, Ramona MIT:EX; Phelps, Blair GCPE:EX
Subject: Fwd: Merit commissioner

FYI

Sent from my iPhone

Begin forwarded message:

From: "Knittelfelder, Stuart PSA:EX" <Stuart.Knittelfelder@gov.bc.ca>
Date: March 20, 2014 at 4:50:02 PM PDT
To: "Little, Christine MIT:EX" <Christine.Little@gov.bc.ca>
Subject: RE: Merit commissioner

Christine;

Order in Council appointments are not subject to review by the Merit Commissioner. Ben Stewart was appointed pursuant to the Public Service Act - Section 15 (1)(a).

Stuart Knittelfelder, Executive Account Director
Executive Account Management and Consulting | BC Public Service Agency
810 Blanshard Street | Victoria, BC | V8W 9V1 | 250 882.8252

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

From: Little, Christine MIT:EX
Sent: March-20-14 3:35 PM
To: Knittelfelder, Stuart PSA:EX
Subject: Merit commissioner

Hi - can you confirm that OIC appointments are not subject to review by the
merit commissioner?

s13

Can you also

confirm the schedule he is hired under.

Sent from my iPhone

From: [Gilmore, Dan GCPE:EX](#)
To: [Soares, Ramona AVED:EX](#)
Cc: [Gajdics, Peter MIT:EX](#)
Subject: FW: Issues note - Ben Stewart expenses
Date: Thursday, June 26, 2014 11:40:16 AM
Attachments: [IN Ben Stewart June 25 2014.docx](#)

Hi Ramona,
Updated IN for review. Thx!

Dan

Dan Gilmore
Communications Manager
Ministry of International Trade
O: 250-356-0613/ Cel s17

From: Irwin, Paul MIT:EX
Sent: Tuesday, June 24, 2014 2:40 PM
To: Gilmore, Dan GCPE:EX
Subject: RE: Issues note - Ben Stewart expenses

Sure that's fine. Thanks for the heads up on this. /Paul

From: Gilmore, Dan GCPE:EX
Sent: Tuesday, June 24, 2014 10:45 AM
To: Irwin, Paul MIT:EX
Subject: FW: Issues note - Ben Stewart expenses

Hi Paul,
Per below, I put your name down as a program contact. Okay with you? Updated the IN.

Dan Gilmore
Communications Manager
Ministry of International Trade
O: 250-356-0613/ Cel s17

From: Jacobs, Murray JTST:EX
Sent: Tuesday, June 24, 2014 10:40 AM
To: Gilmore, Dan GCPE:EX
Cc: Farkas, George CSCD:EX
Subject: RE: Issues note - Ben Stewart expenses

Hi Dan,

In the "Terms of Reference" section, do you want to have a section with the details of Ben's employment agreement?

s13

And lastly, you show my name as the program contact. I'm the CFO for the ministry, and not the program contact. I'd suggest you show Christine Little and/or Paul Irwin as the program contact(s).

Thanks.

Murray

Murray Jacobs
Chief Financial Officer
Finance & Administrative Services
Ministries of Jobs, Tourism and Skills Training & International Trade
3rd Floor, 800 Johnson Street
Victoria, B.C. V8W 9W1
phone: (250) 356-6950 fax: (250) 387-1590
email: Murray.Jacobs@gov.bc.ca

From: Gilmore, Dan GCPE:EX
Sent: Tuesday, June 24, 2014 10:04 AM
To: Jacobs, Murray JTST:EX
Cc: Farkas, George CSCD:EX
Subject: RE: Issues note - Ben Stewart expenses

Hi Murray,
I used the info you sent me.

s13

s13

Thx!

Dan

Dan Gilmore
Communications Manager
Ministry of International Trade
O: 250-356-0613/ Cel s17

From: Jacobs, Murray JTST:EX
Sent: Monday, June 23, 2014 3:41 PM
To: Gilmore, Dan GCPE:EX
Cc: Farkas, George CSCD:EX
Subject: RE: Issues note - Ben Stewart expenses

Hi Dan,

As discussed, how's this:

The Ministry and the Public Services Agency conducted a review of compensation packages for various organizations, such as the Federal Government and one of the Province's Crown Corporations (Forestry Innovation Investment Ltd), for staff working overseas. We selected terms and conditions that were very comparable to the arrangement that FII had, and were quite reasonable in comparison to the Federal arrangements. The Province feels that this arrangement provides us with excellent value for money.

Murray

From: Gilmore, Dan GCPE:EX
Sent: Monday, June 23, 2014 11:52 AM
To: Jacobs, Murray JTST:EX
Cc: Farkas, George CSCD:EX
Subject: Issues note - Ben Stewart expenses

Hi Murray,

s13

Tried calling you.

Cheers,
Dan

Dan Gilmore
Communications Manager
Ministry of International Trade

**CONFIDENTIAL
ISSUES NOTE**

**Ministry: International Trade, Minister
Responsible for Asia Pacific Strategy and
Multiculturalism**

Date: Jan. 21, 2014

Updated: June 25, 2014

Minister Responsible: Teresa Wat

**Ben Stewart appointed
investment and trade
commissioner for Asia**

ADVICE AND RECOMMENDED RESPONSE:

s13

BACKGROUND REGARDING THE ISSUE:

Oct. 28, 2013

VANCOUVER - Premier Christy Clark is appointing an investment and trade commissioner to promote and advance British Columbia's trade and economic interests and strengthen the Province's government-to-government relationships in Asia.

"This is a crucial time in our trade relations with Asia and we want to strengthen the ties that attract new investment to British Columbia," said Premier Clark. "The appointment of Ben Stewart sends an important signal to these markets - we want to be your partner in business. That is why we are stepping up our game, increasing our government's presence in Asia and making clear this is a priority for us."

The investment and trade commissioner will represent and promote British Columbia in meetings with government officials in our priority markets in Asia, including hosting and acting as an official signatory for the Province.

"One of the keys to doing business in our priority markets is building and sustaining relationships, especially government to government relationships," said International Trade Minister Teresa Wat. "This appointment will allow key decision-makers to have direct access to a senior government official, which is a critical part of successfully doing business in Asia."

While British Columbia has the most diversified Asia-oriented economy in Canada, the Province is continuing efforts to increase the opportunity that Asia presents. The appointment of an investment and trade commissioner is another component of British Columbia's multifaceted international development effort.

Quotes:

Mayor Gregor Robertson, City of Vancouver -

"Appointing a B.C. commissioner for trade and investment will help strengthen our growing ties in China, and raise Vancouver's stature as the Asian gateway for BC even more. Our city has longstanding connections with China that are growing our economy and bolstering business investment across the Pacific."

"With Vancouver's largest-ever business and cultural delegation set to visit China later this week, appointing Mr. Stewart will reinforce our efforts to support Vancouver companies in expanding into Chinese markets."

Greg D'Avignon, president and CEO, BC Business Council -

"To do business in Asia, a strong government-to-government relationship is necessary. As we work with the provincial government to develop the Asian head office strategy, a senior representative on the ground will help open doors and make key contacts to help bring these opportunities home. Ben Stewart brings a strong record and valuable experience to the role."

General 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 BC Jobs Plan, which is generating more trade and investment leads and opportunities.
- We need to take advantage of these increased opportunities and convert them into investment and trade deals here 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 Salesforce 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, such as BCFII, Destination BC, and Advantage BC.
- BC Business Council
- Key business contacts in Asia
- Key Canada/BC/Asia business associations (e.g. Canada China Business Council)

Communications Contact: Dan Gilmore
Program: Paul Irwin

250 356-0613
604 660-5906