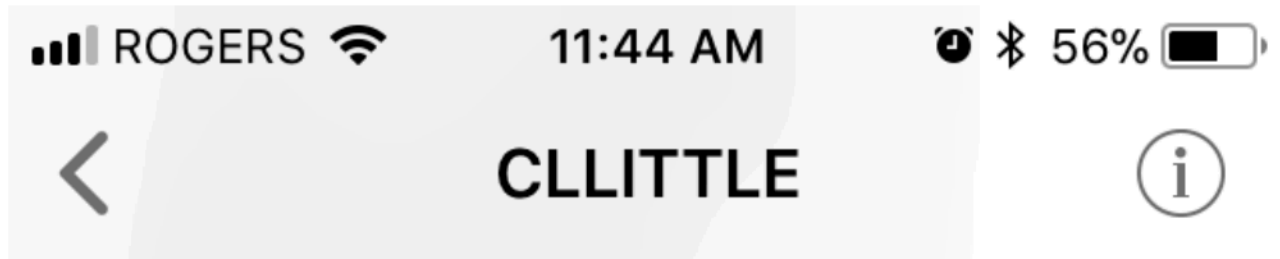


Albrecht, Christine JTT:EX

From: Albrecht, Christine JTT:EX
Sent: Thursday, December 14, 2017 11:46 AM
To: Albrecht, Christine JTT:EX
Subject: Text messages



Wed, Jul 26, 9:11 AM

Shelley ^{s.17}

Wed, Jul 26, 3:06 PM

I remembered... dana's travel approval... I don't know what I should do with it now??

Give it to Shelley and she can raise with bev

Fri, Jul 28, 4:30 PM



CLLITTLE



Mon, Jul 24, 2:21 PM

Hi Christine- can you call me when you have a moment

Sorry I also wanted to discuss the meeting yet to be scheduled with mbr

Tue, Jul 25, 4:45 PM

On the 30/60/90 do they want the other items we have decision notes for - eg the round table and awards?

Wed, Jul 26, 9:11 AM



CLLITTLE



Thu, Jul 20, 12:36 PM

Looks like the briefing is
Victoria

Mon, Jul 24, 12:20 PM

I'm going to be here
until 2

Ok I'll see if sally can do
2:30 or reschedule?

Reschedule pls

Mon, Jul 24, 2:21 PM

Hi Christine- can you
call me when you have a
moment

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 18, 2017 9:54 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: Request - constituency

Can you please ask them to add information and contacts for the export navigator program as well.

Christine Little
Assistant Deputy Minister
Small Business and Red Tape Reduction
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 18, 2017 9:33 AM
To: Little, Christine SBRT:EX
Subject: FW: Request - constituency
Importance: High

Christine – For your review/approval. Approved by Jackie.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM, Small Business and Red Tape Reduction
Ph: 250 387-0661

From: Burton, Lara SBRT:EX
Sent: Tuesday, July 18, 2017 8:22 AM
To: Albrecht, Christine SBRT:EX
Cc: Bennett, Jordan SBRT:EX; Kincross, Sean SBRT:EX
Subject: RE: Request - constituency
Importance: High

Hi Christine,

I have been in touch with the Ministry of Agriculture and they provided me with the following information to support this incoming:

The Ministry offers a range of programs and services to assist companies like "Bodysentials.com" in growing their business. As an initial step we would encourage the client to connect with one of our Ministry's Marketing Consultant, Solveig McLaren (Solveig.McLaren@gov.bc.ca) who can help assess the status of the client's needs and provide advice and guidance on the programs to access to meet their needs. While Natural Health Products are an eligible product for support under Growing Forward 2 programs, further information is required on the company and how their products are produced before we can confirm eligibility.

The two Market Development programs available are:

- BC Agrifood and Seafood Market Development Preparedness Program provides cost-shared funding to facilitate business development in domestic and international markets by supporting businesses and associations to conduct market research and planning activities necessary to take advantage of new market opportunities. As well, the program will enhance their competitiveness by supporting the development of marketing skills through participation in marketing skills training courses.
- BC Agrifood and Seafood Export Program provides cost-shared funding to participate in a variety of international market development activities such as trade missions, tradeshow, designing product presentation materials etc. Currently, the program is fully subscribed. We recommend the AgriMarketing Program, a federal government Market Development program that also provides cost-shared funding to participate in a variety of international market development activities similar to the BC Agrifood and Seafood Export program.

Please feel free to contact me or my colleague Solveig McLaren at 250-356-5077, if you have any further questions.

In addition, here are some general financing bullets that the SBB has offered in the past for requests of this nature:

While the BC government does not provide direct grants or loans to businesses, below are a few suggestions that may be of assistance:

- Small Business BC is British Columbia's key resource centre for small business information and services. Funded by the provincial and federal governments, Small Business BC can assist with business planning, financing, registration and any other issues related to starting and growing a business in British Columbia. Most of Small Business BC's basic services, such as advisory services by telephone, are free of charge. Contact them toll-free at 1 800 667 2272.

Sources of small business financing include:

- The Canada Small Business Financing Program was developed by the federal government to increase the availability of loans for establishing, expanding, modernizing and improving small businesses. Under the program, the Government of Canada makes it easier for small businesses to get loans from financial institutions by sharing the risk with lenders. Call toll-free at 1-866-959-1699.
- The Business Development Bank of Canada (BDC) is a federal government financial institution that provides small and medium sized businesses with financing, consulting services and venture capital. Call toll-free at 1-877-232-2269.
- Community Futures British Columbia offers a variety of services and tools to help entrepreneurs and small business owners achieve their goals, including business support services, business planning advice, loans and self-employment assistance. Call toll-free at 1-877-335-2950.
- Additional information on sources of financing can be found through the Canada Business Network.

Kind regards
Lara

From: Bennett, Jordan SBRT:EX
Sent: Thursday, July 13, 2017 1:47 PM
To: Burton, Lara SBRT:EX
Cc: Summers, Patricia SBRT:EX
Subject: FW: Request - constituency

Hi Lara – can you please take this assignment on. Bullets only and check with AGRI to see if their Growing Forward 2 program has any potential funds for this type of product. Thanks

Jordan Bennett

Director, Strategic Initiatives | Small Business Branch
Ministry of Small Business and Red-Tape Reduction
7 – 1810 Blanshard Street | Victoria, British Columbia | V8T 4J1
Tel: 250.356.8783 | Email: Jordan.Bennett@gov.bc.ca

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 13, 2017 12:42 PM
To: Bennett, Jordan SBRT:EX; Summers, Patricia SBRT:EX
Cc: Haltner, Christina SBRT:EX
Subject: FW: Request - constituency

Hi Jordan and Pat – Are we able to provide any information to JTST DMO on this? If so, just factual bullets should be sufficient.

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM, Small Business and Red Tape Reduction
Ph: 250 387-0661

From: Jang, Monica SBRT:EX
Sent: Thursday, July 13, 2017 11:38 AM
To: Albrecht, Christine SBRT:EX
Subject: FW: Request - constituency

Hi Christine,

This came in from JTST DMO. Can you check staff if there are any suggestions for this business that we can send back to JTST DMO for their MO?

Monica.

From: Hourston, Sveah JTST:EX
Sent: Thursday, July 13, 2017 11:23 AM
To: Jang, Monica SBRT:EX
Cc: Smollett, Debbie JTST:EX
Subject: Request - constituency

Hi Monica – hope all is well! Please see the attached which was sent to our MO from MLA Cadieux's constituency. Thought I would check with you if SBRT have any suggestions in response to programming for marketing their business? If there are any suggestions to include I am happy to include in response to my MO, I will likely s.13

s.13
Thanks so much,
Sveah

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 18, 2017 10:25 AM
To: Little, Christine SBRT:EX
Subject: FW: Forecasts
Attachments: ADMO Forecast July 2017.xlsx; Reg Reform Forecast July 2017.xlsx; SB Forecast July 2017.xlsx

Christine – Forecasts attached for your approval.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM, Small Business and Red Tape Reduction
Ph: 250 387-0661

From: Madison, Tina M JTST:EX
Sent: Tuesday, July 11, 2017 3:37 PM
To: Albrecht, Christine SBRT:EX
Subject: Forecasts

Hi Christine,

Attached are the June 17/18 forecast templates for completion. I've also attached the FY18 forecast calendar for distribution.

Please consider the following when preparing your forecast:

- Since there was no change in the estimates budget we have left the working budget the same as the prior fiscal.
- Please complete the outstanding hard commitments and planned out month expenses columns.
- Explanations for variances greater than 5% or \$100,000 are required.
- An estimate for leave liability of 2% should be included in your STOB 50 and 52 calculations. This is currently included as a calculation under the Planned Out Month Expense column.
- The benefits rate for 2017/18 is 24.34%.

The forecast is due July 17th. Please email your ADM approved submission to myself with a cc: to Carla Critchley.

Thank you,

Tina Madison
Financial Analyst, Budgets and Reporting
Financial Planning and Reporting
Ministry of Small Business and Red Tape Reduction
Ministry of Jobs, Tourism and Skills Training
Phone: 778-698-3364

Page 008 to/à Page 012

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 18, 2017 11:11 AM
To: Little, Christine SBRT:EX
Subject: RE: Small Business Task Force Note
Attachments: Small Business Taskforce Transition Note.docx

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM, Small Business and Red Tape Reduction
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Tuesday, July 18, 2017 11:08 AM
To: Albrecht, Christine SBRT:EX
Subject: Small Business Task Force Note

Hi – can you flip me the small business task force note and TOR please.

Christine Little
Assistant Deputy Minister
Small Business and Red Tape Reduction
Phone: 250-387-0661

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REFERENCE NOTE – JULY 2017

Small Business Task Force

Issue:

- Establishing a Small Business Task Force

Background:

- There are 388,500 small businesses in BC, who collectively employ over one million British Columbians. This represents 98 per cent of all businesses and 55 per cent of all private sector jobs in BC. Small businesses are defined as those that employ less than 50 employees.
- Small businesses represent the backbone of all B.C. communities and reflect all business sectors - from retail stores and doctors' offices to clean technology, and even the family farm. A thriving sector benefits all citizens by increasing job creation, spurring innovation and diversifying local economies.
- In addition, with BC's skilled workforce, growing entrepreneurial culture, diverse population and beautiful environment, BC can be a global leader in innovation and new technologies. In 2014, over 9,200 or 95 per cent of BC's technology companies were small businesses.
- Previous consultations with the small business sector as early as mid-1990 have identified consistent themes that hamper growth: access to capital; awareness of programs and supports; availability of labour; and, regulatory burden.
- Government is proposing the creation of a Small Business Task Force to better understand what government can do to help strengthen the sector, ultimately leading to even more jobs and economic growth.

Discussion:

- A Small Business Task Force could build on the existing Small Business Roundtable whose members have historically brought the voice of small business to government on major policy issues; barriers to growth and opportunities to strengthen the sector.
- There is also an opportunity to align with the work of the Emerging Economy Task Force to take advantage of synergies and minimize potential duplication, particularly when consulting with stakeholders.
- Task Force members could include representatives from youth, First Nations, communities, small business organizations, labour, key sector organizations,

academia and financial services. Ideally a Task Force would have between 8-12 individuals to ensure an efficient team process and maximize the best outcomes.

- In terms of scope, potential options include:

s.13

Next Steps:

s.13

Appendix 1: Draft Terms of Reference

Division: Small Business and Regulatory Reform Division

Contact: Jackie Hunter, Executive Director, Small Business Branch, 250 387 1548

Prepared by: Sean Kincross, Senior Program Manager, 250 387 9083

July 7, 2017

Page 016 to/à Page 017

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Wednesday, July 19, 2017 11:51 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: Request - constituency

approved

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Wednesday, July 19, 2017 10:51 AM
To: Little, Christine SBRT:EX
Subject: FW: Request - constituency
Importance: High

Christine – For your review. Staff have added in Export information.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Burton, Lara SBRT:EX
Sent: Tuesday, July 18, 2017 1:21 PM
To: Haltner, Christina SBRT:EX
Subject: FW: Request - constituency
Importance: High

I have been in touch with the Ministry of Agriculture and they provided me with the following information to support this incoming:

The Ministry offers a range of programs and services to assist companies like "Bodysentials.com" in growing their business. As an initial step we would encourage the client to connect with one of our Ministry's Marketing Consultant, Solveig McLaren (Solveig.McLaren@gov.bc.ca) who can help assess the status of the client's needs and provide advice and guidance on the programs to access to meet their needs. While Natural Health Products are an eligible product for support under Growing Forward 2 programs, further information is required on the company and how their products are produced before we can confirm eligibility.

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Please feel free to contact me or my colleague Solveig McLaren at 250-356-5077, if you have any further questions.

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- Additional information on sources of financing can be found through the Canada Business Network.

The Export Navigator Program may also be of interest:

- Export Navigator is a one-year pilot project, launched in October 2016, which helps growth-orientated businesses get their products and services into new Canadian or international markets.
- Export Navigator offers access to community-based specialists that provide a range of business development services, such as determining export readiness, developing a comprehensive market entry strategy, preparation for financing, and supporting a business with expert advice and guidance throughout the entire process.
- Export Navigator is a joint-Ministry initiative, led by the Ministry of International Trade (MIT), with financial and in-kind support from the Ministries of Jobs, Tourism and Skills Training (JTST) and Small Business, Red Tape Reduction (SBRT).
- The pilot is delivered in partnership with Small Business BC, federally funded Community Futures offices in Port Alberni, Prince George, and Vernon, and the Comox Valley Economic Development Society.

The staff contacts are David Coburn and Kursti Calder. David reports to Kursti and he is the primary contact on the file.

Kind regards
Lara

From: Bennett, Jordan SBRT:EX
Sent: Thursday, July 13, 2017 1:47 PM
To: Burton, Lara SBRT:EX
Cc: Summers, Patricia SBRT:EX
Subject: FW: Request - constituency

Hi Lara – can you please take this assignment on. Bullets only and check with AGRI to see if their Growing Forward 2 program has any potential funds for this type of product. Thanks

Jordan Bennett

Director, Strategic Initiatives | Small Business Branch
Ministry of Small Business and Red-Tape Reduction
7 – 1810 Blanshard Street | Victoria, British Columbia | V8T 4J1
Tel: 250.356.8783 | Email: Jordan.Bennett@gov.bc.ca

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 13, 2017 12:42 PM
To: Bennett, Jordan SBRT:EX; Summers, Patricia SBRT:EX
Cc: Haltner, Christina SBRT:EX
Subject: FW: Request - constituency

Hi Jordan and Pat – Are we able to provide any information to JTST DMO on this? If so, just factual bullets should be sufficient.

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM, Small Business and Red Tape Reduction
Ph: 250 387-0661

From: Jang, Monica SBRT:EX
Sent: Thursday, July 13, 2017 11:38 AM
To: Albrecht, Christine SBRT:EX
Subject: FW: Request - constituency

Hi Christine,

This came in from JTST DMO. Can you check staff if there are any suggestions for this business that we can send back to JTST DMO for their MO?

Monica.

From: Hourston, Sveah JTST:EX
Sent: Thursday, July 13, 2017 11:23 AM
To: Jang, Monica SBRT:EX
Cc: Smollett, Debbie JTST:EX
Subject: Request - constituency

Hi Monica – hope all is well! Please see the attached which was sent to our MO from MLA Cadieux's constituency. Thought I would check with you if SBRT have any suggestions in response to programming for marketing their business? If there are any suggestions to include I am happy to include in response to my MO, I will likely s.13

s.13

Thanks so much,
Sveah

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Wednesday, July 19, 2017 1:54 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: Forecasts

Approved thanks.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 18, 2017 10:25 AM
To: Little, Christine SBRT:EX
Subject: FW: Forecasts

Christine – Forecasts attached for your approval.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM, Small Business and Red Tape Reduction
Ph: 250 387-0661

From: Madison, Tina M JTST:EX
Sent: Tuesday, July 11, 2017 3:37 PM
To: Albrecht, Christine SBRT:EX
Subject: Forecasts

Hi Christine,

Attached are the June 17/18 forecast templates for completion. I've also attached the FY18 forecast calendar for distribution.

Please consider the following when preparing your forecast:

- Since there was no change in the estimates budget we have left the working budget the same as the prior fiscal.
- Please complete the outstanding hard commitments and planned out month expenses columns.
- Explanations for variances greater than 5% or \$100,000 are required.
- An estimate for leave liability of 2% should be included in your STOB 50 and 52 calculations. This is currently included as a calculation under the Planned Out Month Expense column.
- The benefits rate for 2017/18 is 24.34%.

The forecast is due July 17th. Please email your ADM approved submission to myself with a cc: to Carla Critchley.

Thank you,

Tina Madison

Financial Analyst, Budgets and Reporting

Financial Planning and Reporting

Ministry of Small Business and Red Tape Reduction

Ministry of Jobs, Tourism and Skills Training

Phone: 778-698-3364

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 20, 2017 3:51 PM
To: Little, Christine SBRT:EX
Subject: FW: **MEETING MATERIAL** for ADMs PSIC Mtg - Fri, Jul 21st @ 10am

Importance: High

Christine – do you want me to remove you from this list or keep you on?

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Butterfield, Nicole PSSG:EX
Sent: Thursday, July 20, 2017 3:47 PM
To: Anderson, Lisa R PSSG:EX; Carr, Michelle SBRT:EX; Chapman, Kathryn JAG:EX; Deitch, James JAG:EX; Duplissie, Danielle PSSG:EX; Emerson, Brian P HLTH:EX; Faganello, Tara CSCD:EX; Harvey, James JAG:EX; Kendall, Perry HLTH:EX; Mack, James AGRI:EX; MacLeod, Sam PSSG:EX; Mas, Sophie B PSSG:EX; Massey, Christine MCF:EX; McAndrews, Caroline GCPE:EX; Nash, Laurel ABR:EX; Paton, Arlene HLTH:EX; Pescod, Casey PSSG:EX; Sandstrom, Kurt JAG:EX; Shaw, Mary A PSSG:EX; Silvestrini, Elisa PSSG:EX; Stewart, Katherine PSSG:EX; Wood, Heather FIN:EX; Franklin, Rachel FIN:EX; Foy, Anne FIN:EX; Shaw, Rachel ABR:EX; Cushing, Jackie AGRI:EX; Shaw, Emily AGRI:EX; Sasvari, Frances PSSG:EX; Witton, Mimi SBRT:EX; Vale, Elaine SBRT:EX
Cc: AG LSB ADAG Executive Support Staff; Albrecht, Christine SBRT:EX; Andrade, Ana CSCD:EX; Berkes, Andrea HLTH:EX; Boivin, Arielle SBRT:EX; Carnegie, Lynn HLTH:EX; Chiang, Milena PSSG:EX; Dean, Danielle PSSG:EX; LeBlanc, Catherine PSSG:EX; Leinweber, Rachelle R ABR:EX; Morgan, Melissa FIN:EX; Muller, Bev HLTH:EX; Niedermoser, Annette JAG:EX; Scott, Melissa AGRI:EX; Wallbank, Cindy M JAG:EX; Westaff, Melissa ABR:EX; Youell, Brandie JAG:EX
Subject: **MEETING MATERIAL** for ADMs PSIC Mtg - Fri, Jul 21st @ 10am
Importance: High

Good afternoon:

In preparation for the ADMs PSIC meeting tomorrow, attached are the following materials.

- Agenda
- Policy Document Outline/Approach
- Distribution Model
- Retail Model (revised)
- Public consumption
- Drug impaired driving
- Personal Cultivation (revised)

PLEASE NOTE - ADMs should be reviewing the documents attached to this email as opposed to previous versions as some of the documents have since been revised.

Thank you,

Nicole

Nicole Butterfield

*Executive Administrative Assistant to the
Assistant Deputy Minister and
Director of Police Services
Policing and Security Branch
Ministry of Public Safety and Solicitor General
Telephone: 250 387-1100
Fax: 250 356-7747
Email: Nicole.Butterfield@gov.bc.ca*

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 20, 2017 4:20 PM
To: Little, Christine SBRT:EX
Cc: Summers, Patricia SBRT:EX
Subject: s.13
Attachments:

Christine – can you quickly review my addition of s.1 and the note I flagged in red.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Thursday, July 20, 2017 4:16 PM
To: Albrecht, Christine SBRT:EX
Cc: Bertrand, Francois SBRT:EX; Summers, Patricia SBRT:EX
Subject: Re: s.13

All good

Sent from my iPhone

On Jul 20, 2017, at 4:06 PM, Albrecht, Christine SBRT:EX <Christine.Albrecht@gov.bc.ca> wrote:

Hi Christine – Further to our discussion, here is a list of the s.13

Pat – I just need some info for Cybele inserted. Could someone quickly put in some key facts and contact info?

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 027 to/à Page 030

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 24, 2017 8:50 PM
To: Albrecht, Christine SBRT:EX; Summers, Patricia SBRT:EX
Subject: Fwd: FOR APPROVAL: Final combined DN on EETF/IC/SBTF
Attachments: BN MIN Decision - Combined EETF-IC-SBTF (FINAL - Jul 24).docx; ATT00001.htm

FYI

Sent from my iPhone

Begin forwarded message:

From: "Ritchie, CJ JTST:EX" <CJ.Ritchie@gov.bc.ca>
Date: July 24, 2017 at 8:41:34 PM PDT
To: "Mihlar, Fazil MIT:EX" <Fazil.Mihlar@gov.bc.ca>
Cc: "Shatzko, Pam J MIT:EX" <Pam.Shatzko@gov.bc.ca>, "Kwan, Shirley JTST:EX" <Shirley.Kwan@gov.bc.ca>, "Little, Christine SBRT:EX" <Christine.Little@gov.bc.ca>, "Morel, David P MTIC:EX" <David.Morel@gov.bc.ca>
Subject: FOR APPROVAL: Final combined DN on EETF/IC/SBTF

Good evening Fazil,
Enclosed please find, as requested, the final version of a combined note regarding Emerging Economy Task Force, Small Business Task Force and Innovation Commission.

This note represents the combined advice and review/approval of myself, David and Christine.

You will see the note references s.13

s.13

Please review and advise if you would like to see changes.

DECISION NOTE

Cliff #:

Date: July 24, 2017

PREPARED FOR: Honourable Bruce Ralston, Minister of Jobs, Trade and Technology

ISSUE: Approaches to delivering on government's policy initiatives.

BACKGROUND: The Confidence and Supply Agreement between the BC Green Caucus and the BC New Democrat Caucus put forward two policy initiatives that involve establishing an (i) Emerging Economy Task Force, and (ii) Innovation Commission – both of these initiatives reference timing on reporting and implementation respectively:

Establish an Emerging Economy Task Force (EETF) to address the changing nature of business over the next 10 to 25 years. The EETF will be charged with developing 'made-in-BC' solutions that keep our government, our policies and our thinking on the cutting edge. The task force will report to the government within one year of the 1st sitting of the next session of the BC Legislative Assembly with a BC New Democrat Government. (pg. 5, SX, 2i)

Establish an Innovation Commission to support innovation and business development in the technology sector, and appoint an Innovation Commissioner with a mandate to be an advocate and ambassador on behalf of the BC technology sector in Ottawa and abroad. The Innovation Commission will be created in the 1st provincial budget tabled by the BC New Democratic Government. (pg. 5, SX, 2j)

The BC NDP Platform commits government to establish a Small Business Task Force:

Create a small business task force to advise government on strengthening the small business sector and its role in creating jobs in BC. (pg. 80)

These policy initiatives are also referenced in the mandate letter for the Minister of Jobs, Trade and Technology, specifically:

- Establish an Emerging Economy Task Force and establish an Innovation Commission to advocate for the technology sector.
- Work with the Ministry of Finance to cut the small-business tax rate and create a Small Business Task Force.

DISCUSSION: .s.13

s.13

s.13

OPTIONS:

s.13

RECOMMENDED OPTION: s.13
s.13

ATTACHMENTS: s.13

Approved / Not Approved	Date:
Minister's Signature:	

ADM Contact: CJ Ritchie / Christine Little / David Morel
Prepared by: Angelo Cocco, Executive Director, Economic Development Division

Reviewed by			
Dir:	ED:	ADM:	DM:

Page 035

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 24, 2017 2:13 PM
To: Prest, Carol MTIC:EX; Little, Christine SBRT:EX
Cc: Murray, Robyn MTIC:EX
Subject: RE: Information Binder

Hi Carol – Christine is available in the afternoon for a briefing. I have scheduled something for 2:00 but feel free to suggest an alternate time. If you'd like to do this by conference, please let me know and I'll also provide dial-in info.

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Prest, Carol MTIC:EX
Sent: Monday, July 24, 2017 1:30 PM
To: Little, Christine SBRT:EX
Cc: Albrecht, Christine SBRT:EX; Murray, Robyn MTIC:EX
Subject: Information Binder

Hi Christine,

I am in the process of creating a transition binder for you to share as you see fit. While I am still finalizing some of the information, I thought it would be helpful for you to gain an understanding of the work that is going on, resources, org etc.

A draft should be completed by the end of day today – are you available tomorrow for a briefing?

Thank you.

Regards,

Carol Prest
Registrar and Executive Director
BC Registries and Online Services
Service BC "*Access to services made easy*"

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 24, 2017 3:09 PM
To: Little, Christine SBRT:EX
Subject: AGenda for bilats
Attachments: DM Bilat July 28 2017.docx

Hi Christine – You bilat will be scheduled for Friday (likely by phone). I will need to provide an agenda and materials 2 days in advance. Here is a very short agenda with some items I think you may want to discuss... please update.

Thanks,

Christine Albrecht

Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17

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DM Bi-weekly – Friday July 28, 2017

Admin

- Org Structure

Small Business

- Roundtable
- Small Business Task Force

Red Tape

- Red Tape Reduction Day 2018 – call for items

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 11:49 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: Small Business Month DN
Attachments: MBR DN - Small Business Month CLL edits.docx

changes

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 11:32 AM
To: Little, Christine SBRT:EX
Subject: For Approval: Small Business Month DN

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17

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Page 040 to/à Page 042

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 12:02 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: SBBC and OFB DN
Attachments: MBR DN - SBBC Awards and OFB Awards CLL edits.docx

changes

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 11:42 AM
To: Little, Christine SBRT:EX
Subject: For Approval: SBBC and OFB DN

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.13

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Page 044 to/à Page 047

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 1:10 PM
To: Albrecht, Christine SBRT:EX; Hourston, Sveah JTST:EX
Subject: RE: Time Sensitive: Cabinet Items by 2pm today

We will have one DN for proclamation of Small Business Month/Week I expect in August.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 12:12 PM
To: Hourston, Sveah JTST:EX; Little, Christine SBRT:EX
Subject: RE: Time Sensitive: Cabinet Items by 2pm today

Hi Sveah – Nothing from Small Business or Regulatory Reform. We may have some proclamations come up in the form of DNs in the fall but that's it.

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Hourston, Sveah JTST:EX
Sent: Tuesday, July 25, 2017 10:49 AM
To: Ritchie, CJ JTST:EX; Little, Christine SBRT:EX; Mingay, Rob JTST:EX; Hammond, James MIT:EX; Krieger, Brian MIT:EX; Morel, David P MTIC:EX; Campbell, Tracy CSCD:EX; Lansdell, Hayden JTST:EX
Cc: Hourston, Sveah JTST:EX; Hay, Lorna CSCD:EX; Albrecht, Christine SBRT:EX; Khaira, Sukie JTST:EX; Furtado, Angelina MTIC:EX; McDonald, Seanna MTIC:EX; Wempe, Sarah MIT:EX; Yap, Joyce MIT:EX; Yang-Mason, Gloria MIT:EX; Purdy, Sheila JTST:EX
Subject: Time Sensitive: Cabinet Items by 2pm today
Importance: High

Good Morning,

To prepare the DM for a call this afternoon, can you please send me directly any cabinet items that may be required for JTT in the near future? We are working out a formal process/system to track these internally, but for today since we all do not have access to the system, could you please send me any items by email that may need to go to cabinet with the following information:

- brief description of the cabinet item
- timing implications

- fiscal implications
- legislation requirements

I will compile all for the DM, and add to a list we can all track on the Sharepoint once set up.
Thank you!

Sveah

Sveah Hourston

Manager, Business Operations
Deputy Minister's Office
Ministry of Jobs, Trade and Technology
Phone: (250) 356-0187
Email: Sveah.Hourston@gov.bc.ca

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 1:23 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: SB Roundtable DN
Attachments: MBR DN - SB Roundtable CLL Edits.docx

changes

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 12:43 PM
To: Little, Christine SBRT:EX
Subject: For Approval: SB Roundtable DN

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 051 to/à Page 058

Withheld pursuant to/removed as

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Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 1:28 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: Roundtable Annual Report DN
Attachments: MBR DN - Roundtable Annual Report to Government CLL Edits.docx

Changes to DN

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 12:50 PM
To: Little, Christine SBRT:EX
Subject: For Approval: Roundtable Annual Report DN

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 060 to/à Page 063

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Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 1:52 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: Red Tape Reduction Day DN
Attachments: MBR DN - Red Tape Reduction Day 2018 CLL edits.docx

Some minor edits

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 1:47 PM
To: Little, Christine SBRT:EX
Subject: For Approval: Red Tape Reduction Day DN

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 065 to/à Page 068

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Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 3:16 PM
To: Albrecht, Christine SBRT:EX
Subject: FW: FOR APPROVAL:TOR for PS-Technology
Attachments: 116106 Parliamentary Secretary of Technology ToR (3).docx; ATT00001.txt

Here's the last one. Fazil asked CJ to add reference to PS Glumak being co-chair of the Innovation Commission, but I haven't seen a note come back with revisions. In the meantime, I can use this one.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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

From: Ritchie, CJ JTST:EX
Sent: Tuesday, July 25, 2017 11:33 AM
To: Mihlar, Fazil MIT:EX
Cc: Khaira, Sukie JTST:EX; Shatzko, Pam J MIT:EX; Morel, David P MTIC:EX; Little, Christine SBRT:EX; Lansdell, Hayden JTST:EX
Subject: FOR APPROVAL:TOR for PS-Technology

Fazil,
Enclosed please find the TOR for PS-Technology for your review and approval.

This note represents the collective feedback and advice from me, Christine, David and Hayden.

Is approved and if on agenda for Wed Pam can add to the pkg for MBR.

Please advise should you need anything further.

MINISTRY OF JOBS, TRADE AND TECHNOLOGY
DECISION NOTE

Cliff #: 116106

Date: July 24, 2017

PREPARED FOR: The Honourable Bruce Ralston, Minister of Jobs, Trade and Technology

ISSUE: Proposed Terms of Reference for the Parliamentary Secretary for Technology

BACKGROUND:

Parliamentary secretaries are key resources in delivering on a minister's mandate and ministry activities. A minister may delegate to a Parliamentary Secretary specific duties for policy development or public engagement. Overall responsibility and accountability remain with the minister, who also remains responsible for the direction of public servants and ministry resources, and has authority to initiate ministry activities.

On July 18, 2017, Rick Glumac was appointed Parliamentary Secretary for Technology to support the Minister of Jobs, Trade and Technology.

DISCUSSION:

It is anticipated that the Parliamentary Secretary for Technology, under the guidance by the Premier and/or Minister, will:

- work to advance policies and practices to grow BC Tech sector and make sure benefits from technology and innovation are felt around the Province; and
- support outreach with the technology and innovation economic sectors and key stakeholders.

A draft Terms of Reference identifying the Parliamentary Secretary's mandate and proposed responsibilities is included as Attachment 1.

DECISION AND NEXT STEPS:

Approve and finalize Terms of Reference for the Parliamentary Secretary for Technology. Ministry staff to brief the Parliamentary Secretary on key technology files.

ATTACHMENTS:

Attachment 1 – Draft Terms of Reference for the Parliamentary Secretary for Technology

Contact: C.J. Ritchie, Assistant Deputy Minister, Economic Development Division
Telephone: 250-217-1683

Prepared by: Chris Gilmore, Executive Director, Economic Development Division

Reviewed by				
Dir: AC	ED: CG	ADM:	DM:	MIN:

Page 072 to/à Page 073

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 3:51 PM
To: Albrecht, Christine SBRT:EX
Subject: Fwd: Cab dates

Sent from my iPhone

Begin forwarded message:

From: "Mihlar, Fazil MIT:EX" <Fazil.Mihlar@gov.bc.ca>
Date: July 25, 2017 at 3:49:25 PM PDT
To: "Little, Christine SBRT:EX" <Christine.Little@gov.bc.ca>, "Ritchie, CJ JTST:EX" <CJ.Ritchie@gov.bc.ca>, "Hammond, James MIT:EX" <James.Hammond@gov.bc.ca>, "Anderson, Steve MIT:EX" <Steve.Anderson@gov.bc.ca>
Cc: "Shatzko, Pam J MIT:EX" <Pam.Shatzko@gov.bc.ca>
Subject: RE: Cab dates

Agreed re; s.13

Will let you know.

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 3:47 PM
To: Mihlar, Fazil MIT:EX; Ritchie, CJ JTST:EX; Hammond, James MIT:EX; Anderson, Steve MIT:EX
Cc: Shatzko, Pam J MIT:EX
Subject: RE: Cab dates
Hi Fazil – s.13
s.13

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Mihlar, Fazil MIT:EX
Sent: Tuesday, July 25, 2017 3:19 PM
To: Ritchie, CJ JTST:EX; Little, Christine SBRT:EX; Hammond, James MIT:EX; Anderson, Steve MIT:EX
Cc: Shatzko, Pam J MIT:EX
Subject: Cab dates
Hi all:
s.13

s.13

If any of these dates are too aggressive and won't work, I need to know by Wed. Thx ... Fazil

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 5:12 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: 30-60-90 DOcs
Attachments: 30 60 90 Day Issues and Priorities - updated July 25.docx

Sorry the attachment

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Tuesday, July 25, 2017 4:16 PM
To: Little, Christine SBRT:EX
Subject: 30-60-90 DOcs
Importance: High

Ok – Here's my crack at it. I have highlighted your name in green for our items (hopefully they catch your eye a bit easier). I didn't put our 30 day items in since we are waiting for decisions through the notes we have done and Lindsay advised that they are looking more for the 60 and 90 day items.

Thanks,

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17

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Page 077 to/à Page 089

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s.12;s.14;s.16;s.13;s.17

Page 090 to/à Page 091

Withheld pursuant to/removed as

s.22

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 9:38 PM
To: Little, Christine SBRT:EX
Subject: FW: Friday Minister Meeting

Christine – This is the response I got from Shirley. Crossing my fingers... I looked into a few options and there was one but they don't fly that often. I will look at flights tomorrow morning.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Kwan, Shirley JTST:EX
Sent: Thursday, July 27, 2017 4:20 PM
To: Albrecht, Christine SBRT:EX; Shatzko, Pam J MIT:EX
Cc: Tan, Alyson MIT:EX
Subject: RE: Friday Minister Meeting

Hi Christine,

Thanks for the heads up. Hopefully Alyson can work her magic on the agenda.

Shirley

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 4:15 PM
To: Shatzko, Pam J MIT:EX; Kwan, Shirley JTST:EX
Subject: Friday Minister Meeting

Hi Pam and Shirley – Just a heads up that the Friday Minister meeting will be difficult for Christine to attend and if she does make it would have to leave early as she has a 4:45 flight leaving out of Victoria.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 093 to/à Page 096

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s.22

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 1:15 PM
To: Little, Christine SBRT:EX
Subject: FW: 60-90 day notes due 9am July 31
Attachments: BN_MIN_Decision.docx

Christine - I will pull out our items out of the tracker we updated the other night and assign to staff... sound ok?

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Chauvin, Lindsay JTST:EX
Sent: Thursday, July 27, 2017 1:14 PM
To: Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX; Khaira, Sukie JTST:EX; McDonald, Seanna MTIC:EX; Purdy, Sheila JTST:EX; Rioux, Luke JTST:EX; Tan, Alyson MIT:EX; Wempe, Sarah MIT:EX; White, Sunny JTST:EX; Yang-Mason, Gloria MIT:EX; Yap, Joyce MIT:EX
Cc: Hourston, Sveah JTST:EX
Subject: 60-90 day notes due 9am July 31

Hi,

Also stemming from the briefings this week, Minister would like to see the 60-day and 90-day decision notes due to DMO by 9am on Monday July 31st. I've attached the updated DN template for convenience.

Thank you!

Lindsay Chauvin
Document Coordinator
Office of the Deputy Minister
Ministry of Jobs, Trade and Technology
Phone: (250) 952-6389

MINISTRY OF JOBS, TRADE AND TECHNOLOGY

DECISION NOTE

Cliff #:

Date:

PREPARED FOR: Honourable Bruce Ralston, Minister of Jobs, Trade and Technology

ISSUE:

BACKGROUND:

DISCUSSION:

OPTIONS:

RECOMMENDED OPTION:

ATTACHMENTS:

Approved / Not Approved	Date:
Minister's Signature:	

ADM Contact: Name, Phone #

Prepared by: Name, Title, Division

Reviewed by			
Dir:	ED:	ADM:	DM:

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Thursday, July 27, 2017 2:17 PM
To: Albrecht, Christine SBRT:EX
Subject: FW: Stakeholder notes due July 28 by 9am pls

fyi

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Shatzko, Pam J MIT:EX
Sent: Thursday, July 27, 2017 2:02 PM
To: Little, Christine SBRT:EX
Subject: Re: Stakeholder notes due July 28 by 9am pls

Take the time you need just let us know what's manageable for your team. Don't want to burn folks out

Pam Shatzko
Director, Operations
Ministry of Jobs, Trade, and Technology

On Jul 27, 2017, at 1:56 PM, Shatzko, Pam J MIT:EX <Pam.Shatzko@gov.bc.ca> wrote:

Do want you can - I know everyone is busy!

Pam Shatzko
Director, Operations
Ministry of Jobs, Trade, and Technology

On Jul 27, 2017, at 1:10 PM, Little, Christine SBRT:EX <Christine.Little@gov.bc.ca> wrote:

Hi Pam –s.13
s.13

Christine Little

Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 1:06 PM
To: Little, Christine SBRT:EX
Subject: FW: Stakeholder notes due July 28 by 9am pls

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Chauvin, Lindsay JTST:EX
Sent: Thursday, July 27, 2017 1:04 PM
To: Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX; Khaira, Sukie JTST:EX; McDonald, Seanna MTIC:EX; Purdy, Sheila JTST:EX; Rioux, Luke JTST:EX; Tan, Alyson MIT:EX; Wempe, Sarah MIT:EX; White, Sunny JTST:EX; Yang-Mason, Gloria MIT:EX; Yap, Joyce MIT:EX
Subject: Stakeholder notes due July 28 by 9am pls

Hi,

From the briefings this week, DM had asked for bn's on all your stakeholders **due by 9am tomorrow**. I've (very cleverly) named a folder "Stakeholder Notes" on the exec sharepoint for you to add yours into.

<https://sharepoint-cscdjti.gov.bc.ca/mit/mitexec/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2Fmit%2Fmitexec%2FShared%20Documents%2FStakeholder%20Notes&FolderCTID=0x012000FD1AF3328242734787C8815CD65D7085&View={8483B68F-E0CD-4239-A7E9-5AC92470277C}>

Please try to keep them to one page only.

If you have any questions or concerns or still don't have access, please contact either Alyson Tam or myself.

Thank you!

Lindsay Chauvin
Document Coordinator
Office of the Deputy Minister
Ministry of Jobs, Trade and Technology

Phone: (250) 952-6389

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Thursday, July 27, 2017 2:55 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116182 - MBR MN, Val Litwin
Attachments: 116182 - MN MBR Meeting with Val Litwin BC Chambers CLL Edits.docx

Changes and two comments

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 2:19 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116182 - MBR MN, Val Litwin

Christine – For your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17

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Page 103 to/à Page 106

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Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Thursday, July 27, 2017 3:22 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116183 - MBR MN, Jock Finlayson BCBC
Attachments: 116183 - MN MBR Meeting with Jock Finlayson BCBC CLL edits.docx

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 3:08 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116183 - MBR MN, Jock Finlayson BCBC

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 108 to/à Page 111

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Thursday, July 27, 2017 3:27 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116182 - MBR MN, Val Litwin
Attachments: 116182 - MN MBR Meeting with Val Litwin BC Chambers CLL Edits CLEAN.DOCX

Good – s.13

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 3:23 PM
To: Little, Christine SBRT:EX
Subject: FW: For Approval: 116182 - MBR MN, Val Litwin
Importance: High

Revised for your review.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Hunter, Jaclynn SBRT:EX
Sent: Thursday, July 27, 2017 3:21 PM
To: Albrecht, Christine SBRT:EX; Haltner, Christina SBRT:EX
Cc: Kapoor, Avishkar SBRT:EX
Subject: RE: For Approval: 116182 - MBR MN, Val Litwin
Importance: High

Here is the final clean copy.

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 3:10 PM
To: Haltner, Christina SBRT:EX
Cc: Hunter, Jaclynn SBRT:EX
Subject: FW: For Approval: 116182 - MBR MN, Val Litwin
Importance: High

Christina – Please note my changes in (I believe in red) for future. CL's changes in purple (I believe) and a couple comments to be addressed.

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Thursday, July 27, 2017 2:55 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116182 - MBR MN, Val Litwin

Changes and two comments

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 2:19 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116182 - MBR MN, Val Litwin

Christine – For your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 114 to/à Page 116

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s.13

Page 117 to/à Page 122

Withheld pursuant to/removed as

s.22

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Thursday, July 27, 2017 3:57 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116192 - MBR MN, George Hunter, SBBC
Attachments: 116192 - MN MBR Meeting with George Hunter SBBC CLL Edits.docx

Minor edits, no need to resend back to me for approval.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 3:46 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116192 - MBR MN, George Hunter, SBBC

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 124 to/à Page 129

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 4:10 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116185 - MBR MN, Laura Jones
Attachments: 116185 - MN MBR CFIB Laura Jones.docx

Christine Albrecht

Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 131 to/à Page 133

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 7:35 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116180 - MN MBR, Cybele Negris
Attachments: 116180 - MN MBR Meeting with Cybele Negris CLL Edits.docx

approved

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 8:37 PM
To: Little, Christine SBRT:EX
Subject: FW: For Approval: 116180 - MN MBR, Cybele Negris

Christine – For your review.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Hunter, Jaclynn SBRT:EX
Sent: Thursday, July 27, 2017 4:38 PM
To: Albrecht, Christine SBRT:EX
Cc: Haltner, Christina SBRT:EX
Subject: RE: For Approval: 116180 - MN MBR, Cybele Negris

Here you go –

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 4:35 PM
To: Hunter, Jaclynn SBRT:EX
Cc: Haltner, Christina SBRT:EX
Subject: FW: For Approval: 116180 - MN MBR, Cybele Negris

Jackie – Can you please add a bullet on the small business task force as per below?

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Thursday, July 27, 2017 4:33 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116180 - MN MBR, Cybele Negrís

s.13 . Need to add a bullet on the small business task force.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 4:26 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116180 - MN MBR, Cybele Negrís

s.13 ...

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 136 to/à Page 139

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 9:34 AM
To: Albrecht, Christine SBRT:EX
Subject: FW:s.13
Attachments: s.13

Follow Up Flag: Follow up
Flag Status: Completed

Another assignment but only two items pertain to us – one for Jackie one for Francois.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Campbell, Tracy CSCD:EX
Sent: Thursday, July 27, 2017 9:44 PM
To: Mingay, Rob JTST:EX; Little, Christine SBRT:EX; Lansdell, Hayden JTST:EX; Ritchie, CJ JTST:EX; Krieger, Brian MIT:EX; Hammond, James MIT:EX; Morel, David P MTIC:EX
Cc: Leduc, Danine CSCD:EX; Hay, Lorna CSCD:EX; Shatzko, Pam J MIT:EX; Wade, Nichola MIT:EX; Cocco, Angelo JTST:EX
Subject: s.13 - input required

Hi all,

As discussed at JTT exec earlier this week, attached please find s.13
Some things to note:

for your review/input.

s.13

Huge thanks to Nichola Wade and Angelo Cocco and their respective teams for their contribution! Very much appreciated.

As always, if you have any questions, please let me know

Page 141 to/à Page 148

Withheld pursuant to/removed as

s.13

Thanks
Tracy

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 9:42 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116189 - DM MN, Futurpreneur
Attachments: 116189 - MN DM Meeting with Paulina Cameron Futurpreneur CLL edits.docx

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 9:32 AM
To: Little, Christine SBRT:EX
Subject: For Approval: 116189 - DM MN, Futurpreneur

Christine – for your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 151 to/à Page 155

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s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 10:26 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116216 - DM IN, RR Overview
Attachments: 116216 - IN DM Reg Reform Overview CLL edits.docx

Changes to IN.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 10:06 AM
To: Little, Christine SBRT:EX
Subject: For Approval: 116216 - DM IN, RR Overview

Christine – For your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 10:36 AM
To: Hunter, Jaclynn SBRT:EX; Albrecht, Christine SBRT:EX
Cc: Summers, Patricia SBRT:EX; Haltner, Christina SBRT:EX
Subject: RE: For Approval: 116195 - DM IN, SBB Branch Overview

This is fine thx.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Hunter, Jaclynn SBRT:EX
Sent: Friday, July 28, 2017 10:33 AM
To: Albrecht, Christine SBRT:EX
Cc: Little, Christine SBRT:EX; Summers, Patricia SBRT:EX; Haltner, Christina SBRT:EX
Subject: FW: For Approval: 116195 - DM IN, SBB Branch Overview

We accepted CL's changes and made some minor tweaks s.13
s.13 .

s.13

Jackie Hunter
Executive Director
Small Business Branch
Ministry of Jobs, Trade and Technology
p: 250-387-1548 | c s.17 |
e: Jaclynn.Hunter@gov.bc.ca

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 9:01 AM
To: Hunter, Jaclynn SBRT:EX
Cc: Haltner, Christina SBRT:EX
Subject: FW: For Approval: 116195 - DM IN, SBB Branch Overview

Jackie – As per CL's changes in the attached, can you please update your branch ppt and send back to me?

Thanks,

Christine Albrecht
Executive Administrative Coordinator

for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 8:25 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116195 - DM IN, SBB Branch Overview

Changes in IN – s.13

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 8:58 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116195 - DM IN, SBB Branch Overview

Christine – See attached IN and deck for approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 11:12 AM
To: Little, Christine SBRT:EX
Subject: s.13
Attachments:

s.13

Thanks,

Christine Albrecht

Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 163 to/à Page 164

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s.13

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:20 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116197 - DM MN, Iain Black, GVBOT
Attachments: 116197 - MN DM Meeting with Iain Black VBOT.docx

Christine – For your approval.

Christine Albrecht

Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 166 to/à Page 169

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s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:40 PM
To: Albrecht, Christine SBRT:EX; Hunter, Jaclynn SBRT:EX
Subject: RE: Taskforce BN

Yes we will need our own believe Jackie is on it

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:22 PM
To: Hunter, Jaclynn SBRT:EX; Little, Christine SBRT:EX
Subject: FW: Taskforce BN

Sounds like EDD is doing their own individual note. I'm thinking the reference note won't be sufficient. DMO will want an Info or decision note in the new template with a cliff number.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Khaira, Sukie JTST:EX
Sent: Friday, July 28, 2017 3:08 PM
To: Tan, Alyson MIT:EX; Albrecht, Christine SBRT:EX
Cc: Chauvin, Lindsay JTST:EX
Subject: RE: Taskforce BN

Cliff 116252 is on its way for DM approval EETF, will be done Monday

Thanks, Sukie Khaira

From: Tan, Alyson MIT:EX
Sent: Friday, July 28, 2017 2:12 PM
To: Khaira, Sukie JTST:EX; Albrecht, Christine SBRT:EX
Cc: Chauvin, Lindsay JTST:EX
Subject: Taskforce BN

Hello!

Just want to make sure it's on your/your ADMs radar that^{s.13}
August 2. It will be part of the next minister's briefing.

/BN by

Thank you,

Alyson Tan

Issues Manager

Deputy Minister's Office

Ministry of Jobs, Trade, and Technology

P: (604) 398-5255

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:55 PM
To: Little, Christine SBRT:EX; Hunter, Jaclynn SBRT:EX
Cc: Kincross, Sean SBRT:EX
Subject: RE: Taskforce BN

I will formally assign through CLIFF from ADMO. Standby for assignment #

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:50 PM
To: Hunter, Jaclynn SBRT:EX; Albrecht, Christine SBRT:EX
Cc: Kincross, Sean SBRT:EX
Subject: RE: Taskforce BN

We need to ensure that note has:

s.13

Have a great weekend and thanks to all of you for your neverending patience.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Hunter, Jaclynn SBRT:EX
Sent: Friday, July 28, 2017 2:33 PM
To: Albrecht, Christine SBRT:EX; Little, Christine SBRT:EX
Cc: Kincross, Sean SBRT:EX
Subject: RE: Taskforce BN

If you need that added to latest reference note, let us know and Sean will update/forward on.

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 2:19 PM
To: Little, Christine SBRT:EX
Cc: Hunter, Jaclynn SBRT:EX
Subject: FW: Taskforce BN
Importance: High

Christine – I'm not sure if we are expected to do a separate note for the Small Business Task Force or if the joint note is being updated. Can you please clarify/advise?

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Tan, Alyson MIT:EX
Sent: Friday, July 28, 2017 2:12 PM
To: Khaira, Sukie JTST:EX; Albrecht, Christine SBRT:EX
Cc: Chauvin, Lindsay JTST:EX
Subject: Taskforce BN

Hello!

Just want to make sure it's on your/your ADMs radar that ^{s.13}
August 2. It will be part of the next minister's briefing.

/BN by

Thank you,

Alyson Tan
Issues Manager
Deputy Minister's Office
Ministry of Jobs, Trade, and Technology
P: (604) 398-5255

Albrecht, Christine JTT:EX

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 4:07 PM
To: Little, Christine SBRT:EX; Hunter, Jaclynn SBRT:EX
Cc: Kincross, Sean SBRT:EX; Haltner, Christina SBRT:EX
Subject: RE: Taskforce BN

CLIFF # is 116259 – due to ADMO end of Day aug 1.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:50 PM
To: Hunter, Jaclynn SBRT:EX; Albrecht, Christine SBRT:EX
Cc: Kincross, Sean SBRT:EX
Subject: RE: Taskforce BN

We need to ensure that note has:

s.13

Have a great weekend and thanks to all of you for your neverending patience.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Hunter, Jaclynn SBRT:EX
Sent: Friday, July 28, 2017 2:33 PM
To: Albrecht, Christine SBRT:EX; Little, Christine SBRT:EX
Cc: Kincross, Sean SBRT:EX
Subject: RE: Taskforce BN

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 4:20 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For approval: 116193 - DM MN, Shelia Biggers JABC
Attachments: 116193 -MN DM Meeting with Sheila Biggers_JABC.DOCX

approved

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:14 PM
To: Little, Christine SBRT:EX
Subject: For approval: 116193 - DM MN, Shelia Biggers JABC

Christine for your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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MINISTRY OF JOBS, TRADE AND TECHNOLOGY
MEETING NOTE

Cliff #:

Date: July 28, 2017

PREPARED FOR: Fazil Mihlar, Deputy Minister of Jobs, Trade and Technology

DATE AND TIME OF MEETING: TBD

ATTENDEES: Shelia M. Biggers, CEO (effective Aug 1, 2017), Junior Achievement BC

ISSUE(S): Stakeholder Meeting – Junior Achievement BC

BACKGROUND:

Junior Achievement BC (JABC) is part of an international non-profit organization that delivers business training programs through partnerships with local schools together with individual volunteers from local business communities. JABC programs provide youth with the skills to make better financial decisions, start a company, develop a career plan, and express their innovative spirit.

In support of its mission, the Province has contributed \$5 million from 2006 to 2015. Specifically, in 2006 the former Ministry of Small Business and Revenue and the former Ministry of Education provided \$2 million. In 2009, the former Ministry of Small Business, Technology and Economic Development provided \$1 million. In 2012 and 2015, the former Ministry of Jobs, Tourism and Skills Training was able to provide \$1 million in contingency funding to ensure that program reach can be maintained at current levels over the next three-years.

DISCUSSION:

During Small Business Accord consultations in 2012, small business owners consistently identified a need to expand education to include basic business skills and practical knowledge to allow our youth to successfully enter the workforce. Accord Principle #5, established in 2013, commits government “to deploy educational programs that are future-focused and aligned to meet the changing needs of small business and the labour talent it develops”.

With the funding received in 2015, JABC signalled their intention to double the reach of their programs by 2020. Further growth is expected by targeting rural and First Nation communities through online technology development, community-based program delivery with the support of local business organizations, community leaders, the Chartered Professional Accountants, and UBC’s Sauder School of Business.

The Small Business Branch (SBB) and the Small Business Roundtable (Roundtable) are further supporting youth entrepreneurship through partnerships with JABC. For two years, SBB has sponsored the Celebrating Entrepreneurship Award (\$3,000/year) as part of JABC's annual student award program. In 2016, the Roundtable also provided financial support (\$34,300) through the Building Skills Fund for the Aboriginal Business Circles – Youth Entrepreneurship Pilot. This pilot in eight First Nation communities is designed to build a resilient workforce and economy by providing entrepreneurial skills to Aboriginal youth who may not otherwise have access to these resources and to engage Aboriginal youth in BC's growing economy.

JABC engages with the Roundtable on a yearly basis at a quarterly meeting to discuss their programming success from the past year and priorities moving forward.

Key areas of interest and concern for JABC will likely include:

- The recently appointed CEO replacing Jan Bell-Irving will likely continue to seek strategic opportunities to grow their regional volunteer pool and partnerships to increase their reach into First Nation communities (ie. Aboriginal Business Circles Pilot).
- It is anticipated JABC will seek confirmation that the Roundtable will continue to play an important role working with JABC to amplify the importance of youth entrepreneurship.
- It is anticipated JABC will seek continued financial support from government post 2017 to help provide financial funds that can leverage partnership opportunities.

SUGGESTED RESPONSE/KEY MESSAGES:

- We value JABC as a key partner to support the development of the current and future generation of young entrepreneurs.
- I congratulate JABC on the impressive reach it has achieved with their innovative programs and the excellent reputation it has earned throughout BC.
- I appreciate your team's support in delivering the Aboriginal Business Circles Pilot. We look forward to your final report in February 2018 that details how this pilot program can help elicit more participation from First Nations Youth from across the province.
- At this time we are unable to commit to further funding, but I look forward to future discussions on potential opportunities working with relevant ministries such as Education and Indigenous Affairs.

ATTACHMENTS:

Appendix 1: Sheila M. Biggers Biography

ADM Contact: Christine Little, 250-387-0661

Prepared by: Sean Kincross, Senior Program Manager, Small Business Branch

Reviewed by			
A/Dir: SK	ED: JH	ADM:	DM:

Appendix 1 – Sheila M. Biggers, Biography



Since January 2008 Sheila has been a member of the senior management team at the Sauder School of Business, most recently holding the position of Associate Dean, Development and Alumni Engagement. Her roles included providing strategic oversight to Sauder's local and global engagement and development efforts. Sheila is also a long standing member of the Board of Directors for a Take a Hike Youth at Risk Foundation whose mission is to "enable at risk youth to positively change their lives" through education, therapy and adventure-based learning.

From June 2004 to June 2008 Sheila was Principal at SMB Services (Marketing and Advertising) where she had the opportunity to work with multiple clients globally conducting development audits, building major gift fundraising programs, teaching and facilitating development of strategic plans.

Sheila holds a Master's Degree in Public Administration from the University of Victoria and a Bachelor's Degree in Sociology and Consumer Studies from the University of Guelph.

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 4:36 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116197 - DM MN, Iain Black, GVBOT
Attachments: 116197 - MN DM Meeting with Iain Black VBOT CLL Edits.docx

Follow Up Flag: Follow up
Flag Status: Completed

Small changes – please ensure it is shared with Jamie’s group for their input thx

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:20 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116197 - DM MN, Iain Black, GVBOT

Christine – For your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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And just to add – s.13

s.13

If you need that added to latest reference note, let us know and Sean will update/forward on.

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 2:19 PM
To: Little, Christine SBRT:EX
Cc: Hunter, Jaclynn SBRT:EX
Subject: FW: Taskforce BN
Importance: High

Christine – I'm not sure if we are expected to do a separate note for the Small Business Task Force or if the joint note is being updated. Can you please clarify/advise?

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Tan, Alyson MIT:EX
Sent: Friday, July 28, 2017 2:12 PM
To: Khaira, Sukie JTST:EX; Albrecht, Christine SBRT:EX
Cc: Chauvin, Lindsay JTST:EX
Subject: Taskforce BN

Hello!

Just want to make sure it's on your/your ADMs radar that s.13
August 2. It will be part of the next minister's briefing.

/BN by

Thank you,

Alyson Tan
Issues Manager
Deputy Minister's Office
Ministry of Jobs, Trade, and Technology
P: (604) 398-5255

Page 182 to/à Page 185

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 5:14 PM
To: Hunter, Jaclynn SBRT:EX; Albrecht, Christine SBRT:EX
Cc: Summers, Patricia SBRT:EX; Haltner, Christina SBRT:EX
Subject: RE: 60-90 day notes due 9am July 31
Attachments: MO DN Premier's People's Choice Awards CLL edits.docx

Darn it – I've got to stop that!

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Hunter, Jaclynn SBRT:EX
Sent: Friday, July 28, 2017 5:13 PM
To: Little, Christine SBRT:EX
Subject: RE: 60-90 day notes due 9am July 31

No attachment?

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 5:12 PM
To: Hunter, Jaclynn SBRT:EX; Albrecht, Christine SBRT:EX
Cc: Pack, Lynn SBRT:EX; Haltner, Christina SBRT:EX; Summers, Patricia SBRT:EX; Sovka, Roseanne SBRT:EX
Subject: RE: 60-90 day notes due 9am July 31

Some changes to this but CA – please hold off sending for now as I'm going to discuss with Tasha Monday and see if there's an easier way to do this through the comm's channel.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Hunter, Jaclynn SBRT:EX
Sent: Friday, July 28, 2017 11:03 AM
To: Albrecht, Christine SBRT:EX
Cc: Pack, Lynn SBRT:EX; Haltner, Christina SBRT:EX; Little, Christine SBRT:EX; Summers, Patricia SBRT:EX; Sovka,

Roseanne SBRT:EX

Subject: RE: 60-90 day notes due 9am July 31

As discussed yesterday, a note has also been prepared for SBBC Premier's Award given MBR's recent direction. Copy attached for approval. Please note it is NOT CLIFFed as s.22 Perhaps Lynn can CLIFF s.22

There are 2 more coming – s.13

Jackie

Jackie Hunter

Executive Director

Small Business Branch

Ministry of Jobs, Trade and Technology

p: 250-387-1548 | c: 250-882-0439 |

e: Jaclynn.Hunter@gov.bc.ca

From: Albrecht, Christine SBRT:EX

Sent: Thursday, July 27, 2017 1:24 PM

To: Hunter, Jaclynn SBRT:EX; Sovka, Roseanne SBRT:EX

Cc: Pack, Lynn SBRT:EX; Haltner, Christina SBRT:EX; Little, Christine SBRT:EX

Subject: FW: 60-90 day notes due 9am July 31

Importance: High

Hi All – Please start preparing Decision Notes on the following 60/90 day items. These are due to DMO by 9:00am on Monday morning so will need by end of day Friday. Christine and I had to put our 30-60-90 day items into a new spreadsheet the other day and we tried to stick to only items that required action/decision. If you feel that something is missing, please add it in but keep in mind, we will require a note on it.

s.13

Christine Albrecht

Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Chauvin, Lindsay JTST:EX
Sent: Thursday, July 27, 2017 1:14 PM
To: Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX; Khaira, Sukie JTST:EX; McDonald, Seanna MTIC:EX; Purdy, Sheila JTST:EX; Rioux, Luke JTST:EX; Tan, Alyson MIT:EX; Wempe, Sarah MIT:EX; White, Sunny JTST:EX; Yang-Mason, Gloria MIT:EX; Yap, Joyce MIT:EX
Cc: Hourston, Sveah JTST:EX
Subject: 60-90 day notes due 9am July 31

Hi,

Also stemming from the briefings this week, Minister would like to see the 60-day and 90-day decision notes due to DMO by 9am on Monday July 31st. I've attached the updated DN template for convenience.

Thank you!

Lindsay Chauvin

Document Coordinator
Office of the Deputy Minister
Ministry of Jobs, Trade and Technology
Phone: (250) 952-6389

Page 189 to/à Page 190

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 5:15 PM
To: Sovka, Roseanne SBRT:EX; Albrecht, Christine SBRT:EX; Pack, Lynn SBRT:EX
Cc: Haltner, Christina SBRT:EX; Hunter, Jaclynn SBRT:EX
Subject: RE: 60-90 day notes due 9am July 31

Good to go thx.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Sovka, Roseanne SBRT:EX
Sent: Friday, July 28, 2017 3:28 PM
To: Albrecht, Christine SBRT:EX; Pack, Lynn SBRT:EX
Cc: Haltner, Christina SBRT:EX; Little, Christine SBRT:EX; Hunter, Jaclynn SBRT:EX
Subject: RE: 60-90 day notes due 9am July 31

Hi Christine and Lynn,
s.13
Roseanne

for CL review after formatting/checking.

From: Albrecht, Christine SBRT:EX
Sent: Thursday, July 27, 2017 1:24 PM
To: Hunter, Jaclynn SBRT:EX; Sovka, Roseanne SBRT:EX
Cc: Pack, Lynn SBRT:EX; Haltner, Christina SBRT:EX; Little, Christine SBRT:EX
Subject: FW: 60-90 day notes due 9am July 31
Importance: High

Hi All – Please start preparing Decision Notes on the following 60/90 day items. These are due to DMO by 9:00am on Monday morning so will need by end of day Friday. Christine and I had to put our 30-60-90 day items into a new spreadsheet the other day and we tried to stick to only items that required action/decision. If you feel that something is missing, please add it in but keep in mind, we will require a note on it.

s.13

Christine Albrecht

Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Chauvin, Lindsay JTST:EX

Sent: Thursday, July 27, 2017 1:14 PM

To: Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX; Khaira, Sukie JTST:EX; McDonald, Seanna MTIC:EX; Purdy, Sheila JTST:EX; Rioux, Luke JTST:EX; Tan, Alyson MIT:EX; Wempe, Sarah MIT:EX; White, Sunny JTST:EX; Yang-Mason, Gloria MIT:EX; Yap, Joyce MIT:EX

Cc: Hourston, Sveah JTST:EX

Subject: 60-90 day notes due 9am July 31

Hi,

Also stemming from the briefings this week, Minister would like to see the 60-day and 90-day decision notes due to DMO by 9am on Monday July 31st. I've attached the updated DN template for convenience.

Thank you!

Lindsay Chauvin

Document Coordinator

Office of the Deputy Minister

Ministry of Jobs, Trade and Technology

Phone: (250) 952-6389

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Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 31, 2017 10:43 AM
To: Sovka, Roseanne SBRT:EX; Albrecht, Christine SBRT:EX
Cc: Bertrand, Francois SBRT:EX
Subject: RE: Inquiry from Australia

Looks good.

From: Sovka, Roseanne SBRT:EX
Sent: Monday, July 31, 2017 10:41 AM
To: Albrecht, Christine SBRT:EX
Cc: Little, Christine SBRT:EX; Bertrand, Francois SBRT:EX
Subject: Inquiry from Australia

Hi Christine,

I typically get Francois' approval before responding to international inquiries. For ADM info, review, and approval.

<< Message: RE: Consultation on the British Columbian approach to red tape reduction [SEC=UNCLASSIFIED] >>

This is an initial inquiry from the federal government, however, we had a lot of contact with Australian state governments in 2012 (New South Wales, Queensland, and Western Australia).

Roseanne

Roseanne Sovka
Director, Regulatory Reform Branch
Ministry of Jobs, Trade, and Technology
(250) 952-0225 office
s.17 |
Roseanne.Sovka@gov.bc.ca

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 31, 2017 11:32 AM
To: Albrecht, Christine SBRT:EX
Subject: RE: Time Sensitive - For Review - JTT Division Descriptions, UBCM 2017

Looks fine to me

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 11:30 AM
To: Little, Christine SBRT:EX
Subject: FW: Time Sensitive - For Review - JTT Division Descriptions, UBCM 2017
Importance: High

Christine – Can you review the description and provide any edits.

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Hourston, Sveah JTST:EX
Sent: Monday, July 31, 2017 11:13 AM
To: Albrecht, Christine SBRT:EX
Subject: Time Sensitive - For Review - JTT Division Descriptions, UBCM 2017
Importance: High

Hi Christine – can you please confirm the below draft division description is accurate? This will be used in the provincial Appointment Book for UBCM. Please confirm by 3pm today.

Thanks!

Sveah

Division/Branch	Topic
Small Business, Regulatory & Service Improvement	Small business initiatives, programs and resource availability; Regulatory reform.

Sveah Hourston

Manager, Business Operations
Deputy Minister's Office
Ministry of Jobs, Trade and Technology
Phone: (250) 356-0187
Email: Sveah.Hourston@gov.bc.ca

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 31, 2017 3:13 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 60 Day Decision NOtes, Small Business Profile and Regional Prosperity Forum

s.13

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 2:01 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 60 Day Decision NOtes, Small Business Profile and Regional Prosperity Forum

Christine – Not sure if you looked at these over the weekend as you were copied on the note Jackie sent but here they are again for approval.

Thanks,

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 31, 2017 3:15 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116187 - DM MN, Gerry Salembier, WD
Attachments: 116187 - MN DM meeting with Gerry Salembier.docx

approved

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 1:44 PM
To: Little, Christine SBRT:EX
Subject: FW: For Approval: 116187 - DM MN, Gerry Salembier, WD

Christine – Revised note for your approval.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Haltner, Christina SBRT:EX
Sent: Monday, July 31, 2017 1:28 PM
To: Albrecht, Christine SBRT:EX
Subject: FW: For Approval: 116187 - DM MN, Gerry Salembier, WD

Completed.

From: Bennett, Jordan SBRT:EX
Sent: Monday, July 31, 2017 1:26 PM
To: Hunter, Jaclynn SBRT:EX
Cc: Haltner, Christina SBRT:EX; Garside, Kimberley SBRT:EX
Subject: FW: For Approval: 116187 - DM MN, Gerry Salembier, WD

Hi Jackie – additions to the MN are noted in the attached.

Thanks to Kimberley for pulling this together!

Jordan Bennett
Director, Strategic Initiatives | Small Business Branch
Ministry of Jobs, Trade and Technology
7 – 1810 Blanshard Street | Victoria, British Columbia | V8T 4J1
Tel: 250.356.8783 | Email: Jordan.Bennett@gov.bc.ca

From: Garside, Kimberley SBRT:EX
Sent: Monday, July 31, 2017 12:22 PM
To: Bennett, Jordan SBRT:EX
Cc: Haltner, Christina SBRT:EX
Subject: RE: For Approval: 116187 - DM MN, Gerry Salembier, WD

Hi Jordan,

I updated it a bit.

Regards,

Kimberley

From: Garside, Kimberley SBRT:EX
Sent: Monday, July 31, 2017 11:36 AM
To: Bennett, Jordan SBRT:EX
Cc: Haltner, Christina SBRT:EX
Subject: RE: For Approval: 116187 - DM MN, Gerry Salembier, WD

Hi Jordan,

With Angelo's and Chris Gilmores information included.

Regards,

Kimberley

From: Haltner, Christina SBRT:EX
Sent: Monday, July 31, 2017 8:29 AM
To: Garside, Kimberley SBRT:EX
Cc: Bennett, Jordan SBRT:EX
Subject: FW: For Approval: 116187 - DM MN, Gerry Salembier, WD

Please reach out again per CL's comments and revise accordingly.

Christina

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 8:23 AM
To: Haltner, Christina SBRT:EX
Cc: Hunter, Jaclynn SBRT:EX
Subject: FW: For Approval: 116187 - DM MN, Gerry Salembier, WD

Hi Christina – Can you please have staff get input from CJ's group and Jamie's group as per note from Christine below.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 5:00 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116187 - DM MN, Gerry Salembier, WD

Hi – s.13

s.13

Christine Little

Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:29 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116187 - DM MN, Gerry Salembier, WD

Christine – For your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Page 200 to/à Page 202

Withheld pursuant to/removed as

s.13

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 31, 2017 3:34 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: s.13 - input required

approved

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 2:10 PM
To: Little, Christine SBRT:EX
Subject: RE: s.13 ;- input required

Updated – For your approval.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 9:34 AM
To: Albrecht, Christine SBRT:EX
Subject: FW: s.13 ;- input required

Another assignment but only two items pertain to us – one for Jackie one for Francois.

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Campbell, Tracy CSCD:EX
Sent: Thursday, July 27, 2017 9:44 PM
To: Mingay, Rob JTST:EX; Little, Christine SBRT:EX; Lansdell, Hayden JTST:EX; Ritchie, CJ JTST:EX; Krieger, Brian MIT:EX; Hammond, James MIT:EX; Morel, David P MTIC:EX
Cc: Leduc, Danine CSCD:EX; Hay, Lorna CSCD:EX; Shatzko, Pam J MIT:EX; Wade, Nichola MIT:EX; Cocco, Angelo JTST:EX
Subject: s.13 ;- input required

Hi all,

As discussed at JTT exec earlier this week, attached please find s.13 for your review/input.
Some things to note:

s.13

Huge thanks to Nichola Wade and Angelo Cocco and their respective teams for their contribution! Very much appreciated.

As always, if you have any questions, please let me know

Thanks
Tracy

Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 31, 2017 3:34 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: FOR APPROVAL: 116197 - DM MN, Iain Black, GVBOT

approved

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 2:34 PM
To: Little, Christine SBRT:EX
Subject: FW: FOR APPROVAL: 116197 - DM MN, Iain Black, GVBOT
Importance: High

Christine – Updated, for your review.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Haltner, Christina SBRT:EX
Sent: Monday, July 31, 2017 2:32 PM
To: Albrecht, Christine SBRT:EX
Subject: FW: FOR APPROVAL: 116197 - DM MN, Iain Black, GVBOT
Importance: High

Completed.

From: Bennett, Jordan SBRT:EX
Sent: Monday, July 31, 2017 2:30 PM
To: Hunter, Jaclynn SBRT:EX; Huang, Jince SBRT:EX; Garside, Kimberley SBRT:EX
Cc: Kincross, Sean SBRT:EX; Summers, Patricia SBRT:EX; Haltner, Christina SBRT:EX
Subject: FOR APPROVAL: 116197 - DM MN, Iain Black, GVBOT
Importance: High

Thanks Jince/Kimberley. Looks good with only a few minor edits.

Jackie, over to you for review and approval.

Jordan Bennett
Director, Strategic Initiatives | Small Business Branch
Ministry of Jobs, Trade and Technology
7 – 1810 Blanshard Street | Victoria, British Columbia | V8T 4J1
Tel: 250.356.8783 | Email: Jordan.Bennett@gov.bc.ca

From: Garside, Kimberley SBRT:EX
Sent: Monday, July 31, 2017 2:09 PM
To: Bennett, Jordan SBRT:EX
Cc: Huang, Jince SBRT:EX; Hunter, Jaclynn SBRT:EX; Kincross, Sean SBRT:EX; Summers, Patricia SBRT:EX; Haltner, Christina SBRT:EX

Subject: FW: For Approval: 116197 - DM MN, Iain Black, GVBOT
Importance: High

Hi Jordan,

Attached is the Iain Black note with additional relevant information as requested.

Regards,

Kimberley

From: Bennett, Jordan SBRT:EX
Sent: Monday, July 31, 2017 1:32 PM
To: Huang, Jince SBRT:EX; Garside, Kimberley SBRT:EX
Cc: Hunter, Jaclynn SBRT:EX; Kincross, Sean SBRT:EX; Summers, Patricia SBRT:EX; Haltner, Christina SBRT:EX
Subject: FW: For Approval: 116197 - DM MN, Iain Black, GVBOT
Importance: High

Hi Jince/Kimberley – as discussed would you please review the attached MIT note (116200), compare to ours and add in any relevant info. Jince first look, Kimberley 2nd. Thanks!

Jordan Bennett

Director, Strategic Initiatives | Small Business Branch
Ministry of Jobs, Trade and Technology
7 – 1810 Blanshard Street | Victoria, British Columbia | V8T 4J1
Tel: 250.356.8783 | Email: Jordan.Bennett@gov.bc.ca

From: Haltner, Christina SBRT:EX
Sent: Monday, July 31, 2017 1:15 PM
To: Bennett, Jordan SBRT:EX
Cc: Kincross, Sean SBRT:EX; Summers, Patricia SBRT:EX; Hunter, Jaclynn SBRT:EX
Subject: FW: For Approval: 116197 - DM MN, Iain Black, GVBOT
Importance: High

Can you please review.

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 1:13 PM
To: Haltner, Christina SBRT:EX
Cc: Hunter, Jaclynn SBRT:EX
Subject: FW: For Approval: 116197 - DM MN, Iain Black, GVBOT
Importance: High

Christina – Can you please have staff review the attached MIT note (116200), compare to ours and add in any relevant info please?

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 4:36 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116197 - DM MN, Iain Black, GVBOT

Small changes – please ensure it is shared with Jamie’s group for their input thx

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

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From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:20 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116197 - DM MN, Iain Black, GVBOT

Christine – For your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17 |

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Albrecht, Christine JTT:EX

From: Little, Christine SBRT:EX
Sent: Monday, July 31, 2017 3:39 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: FOR APPROVAL: 116186 - DM MN, Bob Annis Community Futures
Attachments: 116186 - MN DM Meeting with Bob Annis Community Futures.docx

Approved.

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 3:28 PM
To: Little, Christine SBRT:EX
Subject: FW: FOR APPROVAL: 116186 - DM MN, Bob Annis Community Futures

Updated, for your review.

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Haltner, Christina SBRT:EX
Sent: Monday, July 31, 2017 3:16 PM
To: Albrecht, Christine SBRT:EX
Subject: FW: FOR APPROVAL: 116186 - DM MN, Bob Annis Community Futures

Completed.

From: Bennett, Jordan SBRT:EX
Sent: Monday, July 31, 2017 3:14 PM
To: Hunter, Jaclynn SBRT:EX
Cc: Burton, Lara SBRT:EX; Haltner, Christina SBRT:EX
Subject: FOR APPROVAL: 116186 - DM MN, Bob Annis Community Futures

Hi Jackie – for your review and approval. Revised text for Export Navigator has been provided by our trade colleagues.

Jordan Bennett

Director, Strategic Initiatives | Small Business Branch
Ministry of Jobs, Trade and Technology
7 – 1810 Blanshard Street | Victoria, British Columbia | V8T 4J1
Tel: 250.356.8783 | Email: Jordan.Bennett@gov.bc.ca

From: Haltner, Christina SBRT:EX
Sent: Monday, July 31, 2017 8:35 AM
To: Burton, Lara SBRT:EX
Cc: Bennett, Jordan SBRT:EX
Subject: FW: For Approval: 116186 - DM MN, Bob Annis Community Futures

Please see below.
From Jackie

Christina

We do mention the export navigator so I will ask Lara to get some input from CL on what specifically she would like addressed. Don't think JT would have else to add but she can also connect with Lori H.

CH - please note above and reassign to Lara with cc to Jordan.

Sent from my iPhone

From: Albrecht, Christine SBRT:EX
Sent: Monday, July 31, 2017 8:24 AM
To: Haltner, Christina SBRT:EX
Cc: Hunter, Jaclynn SBRT:EX
Subject: FW: For Approval: 116186 - DM MN, Bob Annis Community Futures

Hi Christine – Another one requiring input from Jamie's group and possibly CJ's group. Please check in with Jackie.

Thanks,

Christine Albrecht
Executive Administrative Coordinator
for Christine Little, ADM
Ph: 250 387-0661

From: Little, Christine SBRT:EX
Sent: Friday, July 28, 2017 5:03 PM
To: Albrecht, Christine SBRT:EX
Subject: RE: For Approval: 116186 - DM MN, Bob Annis Community Futures

Same with this one – input from Jamie's group is required vis a vis export navigator. Not sure if others in CJ's group should also wade in, SBB's call on that

Christine Little
Assistant Deputy Minister
Small Business and Regulatory Reform Division
Ministry of Jobs, Trade and Technology
Phone: 250-387-0661

Warning: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

From: Albrecht, Christine SBRT:EX
Sent: Friday, July 28, 2017 3:38 PM
To: Little, Christine SBRT:EX
Subject: For Approval: 116186 - DM MN, Bob Annis Community Futures

Christine – For your approval.

Christine Albrecht
Executive Administrative Coordinator | Office of the Assistant Deputy Minister
Ministry of Jobs, Trade and Technology
Ph: 250 387-0661 | s.17

Page 210 to/à Page 213

Withheld pursuant to/removed as

s.13



BK



Brian

Text Message
Thu, Jul 20, 11:22 AM

Good news, I just called HA and you are confirmed for 3:00 pm flight to downtown! 😊

Awesome. Thank you

Sun, Jul 23, 12:26 PM

Hi Brian, 8:30 am Harbour Air flight tomorrow is still fully booked. You are still confirmed for 8:00 am downtown tomorrow.

Fri, Aug 25, 10:38 AM

FYI, Caroline has sent over Bala's package to you.



Text Message



Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Tuesday, July 18, 2017 9:18 AM
To: Hammond, James MIT:EX
Subject: FW: VCCI 30-Day transition note
Attachments: 30-Day - ISC - VCCI (2).docx

I'll print for the binder.

From: Steggles, Amy MIT:EX
Sent: Monday, July 17, 2017 4:28 PM
To: Wempe, Sarah MIT:EX
Cc: Sawchuk, Bindi MIT:EX; Shatzko, Pam J MIT:EX
Subject: VCCI 30-Day transition note

Hello all,

The attached is also here: G:\ICB\Victoria\ADMINISTRATION\Transition Notes\2017\MINISTER

Thanks, and please let me know if you have any questions,
Amy

Amy Steggles
Manager, Investment Capital Strategic Policy & Government Relations
Ministry of International Trade and Responsible for Asia Pacific Strategy and Multiculturalism
250 507-9833



30-DAY NOTE

Federal Venture Capital Catalyst Initiative (VCCI)

Issue:

- Feedback required on the federal government's proposed Venture Capital Catalyst Initiative.

Background:

- As part of the Innovation and Skills Plan, the Federal Budget for 2017 will invest \$400 million in the new Venture Capital Catalyst Initiative (VCCI) to bolster late-stage venture capital investment in Canada by leveraging up to \$1.5 billion of capital for innovative business growth.
- The federal government requested feedback on the proposed terms and objectives of the VCCI by July 17, 2017. Given that the B.C. Government was in interregnum at that time, a preliminary response was sent with the proviso that definitive feedback on key terms could not be provided until provincial interests were established.
- The B.C. Government has a time-limited opportunity to provide feedback on VCCI before the federal government conducts a call for proposals to manage the VCCI funds. ^{s.13,s.16}

s.13,s.16

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s.13,s.16

- A more in-depth briefing and materials are available.

Decision Required:

- **30-day issue**
- Require direction on aligning government priorities with proposed VCCI terms and objectives to submit to the federal government by August 18, 2017.

Division: Investment Capital Branch

Contact: Bindi Sawchuk, Executive Director, 250 952-0614

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Tuesday, July 18, 2017 10:40 AM
To: Hammond, James MIT:EX
Subject: FW: Trade Top 3 Items

Jasmine is asking if we are moving the SWL into a 30 day item and the Export Navigator into a 60. I've looked at the notes and I don't see why we would change.

Keep as is?

From: Bains, Jasmine CSCD:EX
Sent: Tuesday, July 18, 2017 10:03 AM
To: Wempe, Sarah MIT:EX
Subject: FW: Trade Top 3 Items

From: Shatzko, Pam J MIT:EX
Sent: Monday, July 17, 2017 4:01 PM
To: Bains, Jasmine CSCD:EX
Subject: FW: Trade Top 3 Items

From: Shatzko, Pam J MIT:EX
Sent: Monday, July 17, 2017 4:00 PM
To: Hammond, James MIT:EX
Subject: Trade Top 3 Items

Hi Jamie, In the Ministry Transition Binder (New Minister & DM)^{s.13}
s.13

Does this order still make sense or would you like us to s.13
s.13

Thank you,
Pam

**TOC below

s.13	

4
5
6

8

9

Pam Shatzko
Director, Operations
Ministry of International Trade
and Minister Responsible for Asia Pacific Strategy and Multiculturalism
Tel: 250 952-0710

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Tuesday, July 18, 2017 3:42 PM
To: Hammond, James MIT:EX
Cc: Duffy, Maija MIT:EX; Wade, Nichola MIT:EX
Subject: FW: FII Transition Notes - new note
Attachments: Annual Forest Sector Trade Missions (Transition 2017)_(For MIT).docx

Jamie, if you are okay with this, I will send over to CPP for the Ministry Binder (and will print for our ISC binder).

From: Duffy, Maija MIT:EX
Sent: Tuesday, July 18, 2017 3:30 PM
To: Wempe, Sarah MIT:EX
Cc: Wade, Nichola MIT:EX
Subject: FII Transition Notes - new note

Hi Sarah

FII has prepared their own transition binder, and have added a new note, see attached for Jamie's review. If Jamie approved, the note can be added to the transition binder. Thanks

Regards,
Maija

From: Kevin Regan [<mailto:kevin.regan@bcfii.ca>]
Sent: Tuesday, July 18, 2017 1:29 PM
To: Duffy, Maija MIT:EX
Subject: Transition Notes

Hi Maija:

Wanted to flag that we have drafted another transition note. This one covers the annual forest sector mission to Asia (typically led by the Minister of Forests—at least per the previous mandate letters). If this is to happen in 2017, we will need a "go-ahead" from Government by about mid-September in order to have sufficient time to lock in the program and recruit participants.

Wanted to get this into your system as we will include it in our own version of transition items. We will also want to get it over to FLNRO, but thought best to pass via MIT.

Kevin

Kevin Regan
Director, Corporate Relations
Forestry Innovation Investment Ltd.
#1200 - 1130 West Pender Street, Vancouver, BC Canada V6E 4A4
Tel: 604.685.7507 | Dir: 604.601.5315
kevin.regan@bcfii.ca | www.bcfii.ca | www.naturalvwood.com



ISSUE NOTE

ISSUE:

Annual Forest Sector Trade Missions to Asia

BACKGROUND

- Government-industry trade missions are a key element of the strategy to diversify markets for B.C.'s forest products. With a focus on opening new markets, particularly in the fast-growing economies of Asia, these annual initiatives have become a focal point for the sector's collaborative efforts to lessen the sector's dependency on the U.S. market.
- Organized by Forestry innovation Investment in cooperation with industry, the annual trade missions are part of a comprehensive market development program that has helped increase B.C.'s exports of forest products to Asia from 27 percent of total forest products exports in 2003 to over 40 percent today.
- Historically led by the Minister of Forests, Lands and Natural Resource Operations, the annual missions attract participation from some 25-30 CEOs and vice presidents representing both the primary and secondary segments of the forest sector. In addition to offering industry executives a comprehensive schedule of meetings and events with key decision-makers, each mission program includes a strategic planning session where government, industry and the in-market program teams review progress and establish priorities for the period ahead.
- Forest sector trade missions to Asia, which have taken place regularly since 2003 and annually since 2008, are now a core element of the annual planning cycle for companies in the B.C. forest sector.
- Preliminary planning is now underway for the 2017 forest sector mission, tentatively scheduled for late fall. In order to facilitate program planning and industry participation, a decision on ministerial participation is required by mid-September.

DISCUSSION

- The fall 2016 mission travelled to Japan (November 26 – December 1) and China (December 1 – December 3). The delegation included some 40 representatives from the B.C. Government, industry and the federal government (Natural Resources Canada). Refer to the mission summary and participation list, included as Appendix 2.
- The proposed mission for 2017 would include stops in China (B.C.'s largest market for forest products in Asia and second largest overall), Japan (second largest market in Asia and largest offshore market for premium grade products) and South Korea (a growing market for construction grade products).

- The objective for the mission is to enhance ongoing market development efforts in each market by using the senior-level government and industry presence to raise the profile of B.C. forest products, to advance specific initiatives and agreements, and to draw targeted decision-makers to meetings, events and activities with the B.C. delegation. Appendix 1 sets out a number of the proposed program elements for the mission in each of China, Japan and South Korea.

Program Management:

- Forestry Innovation Investment
- Canada Wood (industry)

Expected Mission Participants:

- 25-30 CEOs and industry vice presidents
- Heads of the major trade associations
- First nations representatives
- Senior officials from Natural Resources Canada

Proposed Timing:

- Late November/early December

Organizing lead-time:

- Minimum 12-14 weeks (required to secure flights/hotels; arrange major conferences and events in-market; and to give notice to government and industry stakeholders in Asia and B.C./Canada.

Options

Option 1: Authorize Forestry Innovation Investment to work with the B.C. forest industry to plan and deliver a Minister-led forest sector mission to Asia in the late fall, 2017.

Option 2: Postpone a ministerial-led mission to Asia until 2018.

Recommendation

Option 1

DECISION REQUIRED:

60-day issue. A participation decision is required by mid-September to facilitate planning timelines.

Appendices:

- Proposed Trade Mission Program, 2017
- Summary of Fall 2016 Trade Mission Program
- Fall 2016 Mission Participants List

APPENDIX 1

PROPOSED FALL TRADE MISSION PROGRAM

The proposed fall mission program covers B.C.'s three priority markets in East Asia and the vast majority of the province's total exports outside of North America. Activities planned for the mission include the following:

China (3 days):

- Lead the B.C. delegation at the Sino-Canada Wood Conference (major industry conference organized by the Canada Wood team in China featuring panel discussions, university design competition awards; media interviews; and a dinner event with key government and commercial stakeholders)
- Participate at a program strategy session at the Dream Home Canada demonstration facility (FII and Canada Wood head office in China)
- Visit Changzhou and/or Suzhou to visit major customers and wood frame construction demonstration work
- Visit to Tianjin to tour furniture and glulam factories, visit the Eco-city demonstration project that Canada Wood is supporting, and to meet with the Chinese developers leading the Eco-city development
- Visit to Beijing to participate in a policy forum with the national Ministry of Housing and Urban-Rural Development, meet with Canada's Ambassador to China, and enter into a carbon research project agreement with China's National Development and Reform Commission.

Japan (2 days):

- Tokyo:
 - Visit two separate "elder care" projects in Tokyo (large-scale projects that demonstrate success in converting projects to wood use from competing materials)
 - Tour a new state-of-the-art, fully automated pre-cutting plant
 - Participate in an industry roundtable organized to coincide with the annual Canada Lumber Symposium, which draws some 100 participants from major customer groups. The symposium will focus on forest practices, products and grades
 - Attend a program briefing/strategy session with the in-market team.
 - Meeting/briefing with the Ambassador and key Embassy staff
 - Meeting with key Japanese government agencies, including the Ministry of Industry, Tourism and Innovation (MLIT) and the Japan Forest Agency re: Clean Wood Act
- Optional visit to Tohoku Region to tour demonstration projects completed under the \$4.6 million Canada-Tohoku Reconstruction Project (disaster support from B.C. and federal governments and industry following the 2011 earthquake and tsunami).
 - site visits (new minister only) to provide a feel for what has been delivered by the program
- Optional visit to Kansai Region (Osaka, Kobe, Kyoto):
 - Tour several recently completed 4 and 5 storey midrise structures
 - Industry event celebrating Canada's 150th along with 150 years since the Kansai (and thereby Japan) opened to the world. Opportunity to host key customers and stakeholders, local industry and government (Note: this event can take place in the Kansai or Tokyo).

South Korea (1-2 days):

- Program briefing/strategy discussion
- Opening ceremony for Super-E/Net Zero demo building at GICO's "Canada Village" project
 - First public-sector WFC community development in Korea and largest WFC development in the market
 - Total of 141 housing units being built with Canadian wood
 - Canada Wood has provided on-site inspection and technical assistance for construction crews
 - Events would include ribbon-cutting, possible meetings with Gyeonggi Governor and president of GICO
 - Wreath Laying at the Gapyeong Canada Monument (located at GICO)
- Meeting with Korea Forest Service and the National Institute of Forest Science (NIFoS -- previously KFRI)
- Visit to the tallest wood frame building in Korea -- recent completed by NIFoS

APPENDIX 2

Fall 2016 Forest Sector Mission to Asia

Minister of Forests, Lands and Natural Resource Operations Steve Thomson led the annual government-industry forest sector trade mission to Asia from November 26 – December 3, 2016 with programs delivered in Japan and China. As in previous years, Forestry Innovation Investment led the development of the mission program, working collaboratively with the forest industry through the major trade associations. The following are a few highlights from the mission:

Japan (November 26 – 29):

Objectives for the Japan mission included meeting with major customers of B.C. forest products to reaffirm the importance of Japan as a key market for British Columbia's primary and value-added forest products, and to discuss current opportunities, particularly in the mid-rise building segment. Mission activities included:

- Follow-up on reconstruction work funded by B.C., the federal government and industry (rebuilding of a public library, public market, kindergarten and facility for the disabled) under the Canada Tohoku Reconstruction Project.
- Economic and political briefings hosted at the Canadian embassy.
- Government-industry Japan strategy review and discussion.
- Visit to mid-rise construction demonstration projects in Tsukuba.
- Roundtable discussion with Japanese industry leaders on trends in the Japanese construction sector.
- Key customer appreciation reception hosted at the Canadian embassy.
- Meeting with senior Japanese government officials to discuss market access issues.

China (November 30 – December 3):

Objectives for the China mission included promoting B.C. wood frame products, construction systems and technologies; meeting with staff of the BC trade associations and FII in China to assess progress under the refreshed China strategy; and meeting senior Chinese government officials, major property developers and customers at the national and provincial levels to demonstrate the continuing commitment of the B.C. Government and industry to China. Highlights from the program in China include:

- Meeting with major state-owned development interests.
- Participation at the second annual Sino-Canada Wood Conference in Shanghai.
- A VIP reception, co-hosted with the Canadian Consulate General in Shanghai, for key industry stakeholders in China.
- Economic and political briefings, and a partner reception, hosted by the Canadian embassy in Beijing.
- Government-industry China strategy review and discussion.
- Bi-lateral meeting with the national Ministry of Housing and Rural-Urban Development (MOHURD).
- Participation in a conference on illegal logging jointly organized by the China's State Forest Administration and Natural Resources Canada.
- Visit to Nanjing to follow-up on progress under the previously signed B.C.-Jiangsu Province MOU on cooperation on wood construction.

A total of 44 participants attended across Japan and China, making the mission one of the largest forest sector missions to-date. Natural Resources Canada, a co-funder of the Japan and China market development efforts, sent a senior official to attend the full program. Industry feedback during the mission suggests that the 2016 initiative was very well received by participants and that most would like to see the fall missions continue.



Minister Steve Thomson and mission delegates gather in Shanghai, China, November 30, 2016

LIST OF PARTICIPANTS

Name	Company	Title	Tokyo	Sendai	Shanghai	Beijing	Nanjing
Alan Fitzpatrick	Nechako Group	CEO	•	•	•	•	•
Allan Shaw	West Fraser Timber Co. Ltd.	GM, Export Lumber Sales	•		•		
Avrom Salsberg	BC Trade & Investment	Managing Director, Japan		•			
Bart Bender	Interfor Corporation	Senior VP, Sales & Marketing	•		•	•	
Ben Stewart	BC Trade & Investment	B.C.'s Special Representative to Asia	•	•	•	•	•
Bill Stewart	Sindar Group Forest Products Ltd.	Board Director	•		•		
Brad Thorlakson	Tolko Industries Ltd.	President & CEO	•		•		
Brian Hawrysh	BC Wood	CEO	•	•	•		
Bruce St. John	Forestry Innovation Investment	VP, International Marketing	•	•	•	•	•
Bruce Strongitharm	BC Ministry of Forests, Lands and Natural Resource Operations	Minister's Assistant	•	•	•	•	•
Chris McIver	West Fraser Timber Co. Ltd.	VP, Lumber Sales and Corporate Development	Nov 28 only		Nov 30 only		
Derek Nighbor	FPAC	CEO	•		•	•	
Duncan Davies	Interfor Corporation	President & CEO				•	
George Omori	Western Forest Products Japan	Director, Senior Manager		•			
Hans Thur	Conifex Fibre Marketing	SVP Sales & Marketing	•		•		
J. Bruce Pollock	Interex Forest Products Ltd.	President	•		•		
Jason Nomura	Canfor Japan	President	•				
Jeffery Zweig	TimberWest	President and CEO	•		until Dec 1		
John Burch	The Teal Jones Group	Vice President, Sales & Marketing	•		•		
John Kozij	NRCan	Director General, National Capital Region -	Arrives Nov 27		until Dec 2	•	

		Policy, Economics and Industry Branch					
John Langley	Tolko	General Manager, Export Sales & Marketing	•		•		
Ken Shields	Confex Timber Inc.	CEO	•		•		
Kevin Bews	Canada Wood Japan	SPF Manager		•			
Louis Zhao	Tolko					•	
Marty Masuda	West Fraser Pacific Sales Ltd. – Japan	Senior Sales Representative			Nov 28 only		
Mayco Lou	Canfor Asia	President				•	
Michael Losath	Forestry Innovation Investment	CEO	•	•	•	•	•
Minister Steve Thomson	BC Ministry of Forests, Lands and Natural Resource Operations	Minister	•	•	•	•	•
Patrick Elliot	Canfor	VP & Treasurer					
Paul Blom	Carrier Sekani Tribal Council/Tl'azt'en nation	Forestry Advisor				•	
Paul Newman	Council of Forest Industries	Executive Director	•	•	•	•	
Randy Pratt	Adera Capital Corp. / Structuriam	President & Director of Structuriam	•			•	
Richard Zhang	Baywest Manufacturing		•	•	•		
Rick Jeffery	Coast Forest Products Association	President & CEO	•	•	•	•	
Robert Feustel	Interex Forest Products Ltd.	Corporate Controller				•	
Robert Fouquet	Norbord, Inc.	VP, Engineered Wood, Export and Industrial Products	•			•	
Robert Mitchell	BW Creative	President & CEO	•	•	•		
Samuel Hui	Interfor	Director, Business Development				•	
Shawn Lawlor	Canada Wood Japan	Director	•	•			
Steve Zika	Hampton Affiliates	CEO	•				
Susan Yurkovich	Council of Forest Industries	President & CEO	•			•	

Terry Teegee	Carrier Sekani Tribal Council	Tribal Chief	•						
Tim Sheldan	BC Ministry of Forests, Lands and Natural Resource Operations	Deputy Minister	•	•	•	•	•	•	
Tom Fletcher	Black Press	B.C. Legislature Reporter	•	•	•	•	•	•	
Trevor Stuthridge	FPInnovations	Executive Vice President	•	•	•	•	•	•	
Vivian Thomas	BC Ministry of Forests, Lands and Natural Resource Operations	Communications Director	•	•	•	•	•	•	
Wayne Brown	Baywest Manufacturing	Senior VP-Sales & Operations	•	•	•	•	•	•	
Wayne Guthrie	Canfor	Senior VP, Sales & Marketing	•		•				
Wayne Iversen	COFI	Program Manager, Emerging Markets			•				
Yi "Shawn" Huang	Interex Forest Products Ltd.	Sales Representative - China Lumber Sales			•				

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Wednesday, July 19, 2017 12:19 PM
To: Anderson, Steve MIT:EX; Sawchuk, Bindi MIT:EX; Wade, Nichola MIT:EX
Cc: Hammond, James MIT:EX
Subject: 30 Day Pack

30 Day Notes are saved here (FTZ has been moved into this folder as it is now a 30 day goal): [30 Day Notes](#)

306090 Tracking Document | s.13

: [Exec Sharepoint](#)

s.13

Page 233 to/à Page 235

Withheld pursuant to/removed as

s.22

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Wednesday, July 19, 2017 3:52 PM
To: Hammond, James MIT:EX
Subject: RE: NAFTA Conference-call with Provincial and Territorial Representatives / Appel-conférence sur l'ALÉNA avec les représentants des provinces et territoires

This will be at 8am PST, so you should be okay. Added to your calendar, and I'll email Veronique to let her know you will be on the call.

From: Hammond, James MIT:EX
Sent: Wednesday, July 19, 2017 3:12 PM
To: Wempe, Sarah MIT:EX
Subject: FW: NAFTA Conference-call with Provincial and Territorial Representatives / Appel-conférence sur l'ALÉNA avec les représentants des provinces et territoires
Importance: High

Please add to my calendar (will attend if session with DM ends early)

From: Veronique.Dulude@international.gc.ca [<mailto:Veronique.Dulude@international.gc.ca>]
Sent: Wednesday, July 19, 2017 12:52 PM
To: Dany.Carriere@international.gc.ca
Cc: Martin.Moen@international.gc.ca; Cristina.Popovici@international.gc.ca; Andrew.McCracken@international.gc.ca; Catherine.Gosselin@international.gc.ca; Veronique.Dulude@international.gc.ca
Subject: NAFTA Conference-call with Provincial and Territorial Representatives / Appel-conférence sur l'ALÉNA avec les représentants des provinces et territoires
Importance: High

Le français suit

Dear Colleagues,

Further to the July 14th session with Steve Verheul and the recent developments on NAFTA, you are invited to a conference call with Mr. Verheul on Thursday, July 20th, from 11:00am-12:00pm (Ottawa time). Please find attached the agenda for this call and, below, the call-in details.

Conference ID

s.15,s.17

Local Dial-in number

Toll-free Dial-in number

Grateful if you could let me know whether you are available for this call.

Regards,

Véronique Dulude

Analyste des politiques commerciales | Trade Policy Analyst

Négociations commerciales Amérique du Nord | Trade Negotiations North America (TNP)

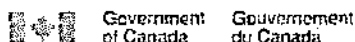
Veronique.Dulude@international.gc.ca

Tel +1.343.203.4221

111 Sussex Drive, Ottawa (Ontario) K1A 0G2

Global Affairs Canada | Affaires mondiales Canada

Government of Canada | Gouvernement du Canada



Canada

Cher(ère)s collègues,

Suivant la rencontre du 14 juillet avec Steve Verheul et à la lumière des développements récents sur l'ALÉNA, vous êtes invité(e)s à un appel-conférence avec M. Verheul jeudi le 20 juillet, de 11 :00am à 12 :00pm, (heure locale d'Ottawa).

Vous trouverez, en pièce jointe, l'agenda pour cet appel et les coordonnées pour vous y joindre.

ID de la conférence

Numéro de composition locale

Numéro de composition sans-frais

Merci de bien vouloir me confirmer si vous pourrez participer à cette conférence.

Cordialement,

Véronique Dulude

Analyste des politiques commerciales | Trade Policy Analyst

Négociations commerciales Amérique du Nord | Trade Negotiations North America (TNP)

Veronique.Dulude@international.gc.ca

Tel +1.343.203.4221

111 Sussex Drive, Ottawa (Ontario) K1A 0G2

Global Affairs Canada | Affaires mondiales Canada

Government of Canada | Gouvernement du Canada



Canada

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Wednesday, July 19, 2017 7:23 PM
To: Tan, Alyson MIT:EX
Cc: Hammond, James MIT:EX
Subject: Re: Tomorrow's Exec - 30 day

We are on top of this. Jamie is reviewing the 30 day tracker and our updated internal notes. I will send over tomorrow asap.

Thanks Alyson!

On Jul 19, 2017, at 7:20 PM, Tan, Alyson MIT:EX <Alyson.Tan@gov.bc.ca> wrote:

Hi Jamie,
Here is what I have for your items to go over at exec tomorrow – 30 day only.
s.13

Does that look right? Which will have materials accompanying?

Best,

Alyson Tan

Issues Manager

Deputy Minister's Office

Ministry of Jobs, Trade, and Technology

P: (604) 398-5255

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 9:28 AM
To: Hammond, James MIT:EX; Anderson, Steve MIT:EX
Subject: RE: Draft BN NAFTA Consultations Revised
Attachments: 30 Day - ISC - NAFTA.docx

Attached in the note. I'll send to Alyson and print 2 copies.

From: Hammond, James MIT:EX
Sent: Thursday, July 20, 2017 9:25 AM
To: Anderson, Steve MIT:EX; Wempe, Sarah MIT:EX
Subject: RE: Draft BN NAFTA Consultations Revised

This is fine – I will walk in an extra copy

From: Anderson, Steve MIT:EX
Sent: Thursday, July 20, 2017 9:20 AM
To: Hammond, James MIT:EX; Wempe, Sarah MIT:EX
Subject: Draft BN NAFTA Consultations Revised
Importance: High



30-DAY NOTE NORTH AMERICAN FREE TRADE AGREEMENT (NAFTA) RENEGOTIATIONS

Issue:

- NAFTA negotiating mandate to assert provincial interests to the Government of Canada.

Background:

- The NAFTA came into force in 1994. The current US President has committed to renegotiating the NAFTA, or withdrawing if unsatisfied with the negotiations.
- As required under US Trade Promotion Authority law, the President notified Congress on May 18, 2017 of his intention to initiate negotiations with Canada and Mexico in order to modernize the NAFTA. Negotiations will start August 16, 2017 in Washington DC..
- s.13,s.16,s.17

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Decision Required:

- **30-day issue.** Consider proposed initial negotiating priorities and commence stakeholder consultations.

Attachment: Appendix 1: DN | Initiation of NAFTA consultations

Division: International Strategy & Competitiveness
Contact: Janna Jessee, Senior Manager, 250 952-0453

MINISTRY OF JOBS, TRADE & TECHNOLOGY

DECISION NOTE

Cliff #: 17353

Date: July 20, 2017

PREPARED FOR: Honourable Bruce Ralston

ISSUE: Initiation of North American Free Trade Agreement (NAFTA) consultations

BACKGROUND: The NAFTA was negotiated between the United States, Canada, and Mexico 25 years ago and came into force in 1994.

The United States (US) is the top destination for BC's international exports: 56% of BC's goods exports in 2016 went to the US. Approximately CAD \$34 billion in goods and services were exported from BC to the US in 2016.

The US has committed to renegotiating the NAFTA, or withdrawing from it if negotiations are unsatisfactory. Negotiations are set to begin August 16, 2017.

DISCUSSION: International trade agreements increasingly include commitments that are within provincial jurisdiction. The federal government has stressed the importance of provincial involvement throughout the negotiations and wants provincial officials to be present at the negotiating sessions – though not in the room itself. Sustained engagement with the federal negotiators will be critical if BC's priorities are to be reflected in the national position.

The Ministry will need to consult with other BC ministries as well as external stakeholders (e.g. industry, labour, municipalities and other non-governmental organizations) whose interests could be affected. The US and Canadian federal governments and some provinces have commenced or completed their own consultations. The Ministry has not yet begun consultations due to the constraints posed by the interregnum period.

OPTIONS:

s.13,s.16,s.17

Prepared by: Matthew Carnaghan, Senior Manager, Trade Policy & Negotiations

Telephone: (250) 953-4632

Approved / Not Approved	Date:
Minister's Signature: _____	
Comments:	

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 10:34 AM
To: Wade, Nichola MIT:EX
Cc: Hammond, James MIT:EX
Subject: s.13
Attachments:

s.13

Thank you!

From: Hammond, James MIT:EX
Sent: Thursday, July 20, 2017 9:13 AM
To: Wempe, Sarah MIT:EX
Subject: RE: s.13

s.13

Jamie

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 8:29 AM
To: Hammond, James MIT:EX
Subject: RE: s.13

s.13

From: Hammond, James MIT:EX
Sent: Wednesday, July 19, 2017 4:09 PM
To: Wempe, Sarah MIT:EX
Subject: s.13

s.13

Jamie

James W. Hammond
Assistant Deputy Minister
International Strategy and Competitiveness
Ministry of International Trade
250-952-0367

Page 245 to/à Page 267

Withheld pursuant to/removed as

s.13

Table 1. Demographic characteristics of study population

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 11:00 AM
To: Anderson, Steve MIT:EX; Sawchuk, Bindi MIT:EX; Wade, Nichola MIT:EX
Cc: Hammond, James MIT:EX
Subject: FW: Meetings List

Importance: High

Joyce is asking for a list of FPT meetings scheduled for the next 3 months. I only have 1 noted.

Can you let me know if you are aware of any other FPT/FII/IF Board meetings scheduled? Thanks!

- September (TBC): CFTA FPT Meeting

From: Yap, Joyce MIT:EX
Sent: Wednesday, July 19, 2017 5:14 PM
To: Hay, Lorna CSCD:EX; Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; White, Sunny JTST:EX; Whitford, Kelly M CSCD:EX; Jang, Monica SBRT:EX; Khaira, Sukie JTST:EX; Quigley, Janta M SBRT:EX; Wempe, Sarah MIT:EX
Cc: Shatzko, Pam J MIT:EX; Tan, Alyson MIT:EX
Subject: Meetings List
Importance: High

Hello all,

Could you kindly provide a list of FPT Meetings (either Minister level or DM) scheduled in the next 90-days; as well as a list of Agency, Board, Commission or Crown Board meetings which have already been scheduled within the next 90-days.

I will compile the information and provide to Pam.

Thanks and regards,

Jeffer

Joyce Yap, CPM CITP FIBP
Senior Executive Assistant
Office of the Deputy Minister
Ministry of International Trade

Suite 730 – 999 Canada Place, Vancouver, British Columbia, Canada V6C 3E1
Tel: 604-660-5913 | Email: Joyce.Yap@gov.bc.ca

www.britishcolumbia.ca | [@BCTradeInvest](#) | [LinkedIn](#) | [YouTube](#)

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 11:35 AM
To: Hammond, James MIT:EX
Subject: s.13
Attachments:

Sorry Jamie, no luck on this s.13

From: Wade, Nichola MIT:EX
Sent: Thursday, July 20, 2017 11:34 AM
To: Wempe, Sarah MIT:EX
Cc: Calder, Kursti D MIT:EX
Subject: s.13

Sarah
s.13

Page 270 to/à Page 279

Withheld pursuant to/removed as

s.13

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 5:43 PM
To: Anderson, Steve MIT:EX
Cc: Hammond, James MIT:EX
Subject: Re: Further Info...

Copy. Thanks.

On Jul 20, 2017, at 5:40 PM, Anderson, Steve MIT:EX <Steve.Anderson@gov.bc.ca> wrote:

No – as per below:

s.13

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 5:40 PM
To: Anderson, Steve MIT:EX
Cc: Hammond, James MIT:EX
Subject: Re: Further Info...
s.13

On Jul 20, 2017, at 4:49 PM, Anderson, Steve MIT:EX <Steve.Anderson@gov.bc.ca> wrote:

s.13

From: Wempe, Sarah MIT:EX
Sent: Thursday, July 20, 2017 2:45 PM
To: Anderson, Steve MIT:EX; Sawchuk, Bindi MIT:EX; Wade, Nichola MIT:EX
Cc: Hammond, James MIT:EX
Subject: FW: Further Info...
s.13

From: Tan, Alyson MIT:EX
Sent: Thursday, July 20, 2017 2:00 PM
To: Khaira, Sukie JTST:EX; Albrecht, Christine SBRT:EX; White, Sunny JTST:EX; Furtado, Angelina MTIC:EX; Whitford, Kelly M CSCD:EX; Hay, Lorna CSCD:EX; Purdy, Sheila JTST:EX; Nelson, Shirley D JTST:EX; Rioux, Luke JTST:EX; McDonald, Seanna MTIC:EX; Yang-Mason, Gloria MIT:EX
Cc: Yap, Joyce MIT:EX; Wempe, Sarah MIT:EX; Shatzko, Pam J MIT:EX
Subject: RE: Further Info...
Further to the call, if you could please s.13
s.13 , that would be great!
Please cc-me when you have a copy and I will compile for us.
Thanks!
Alyson

From: Tan, Alyson MIT:EX

Sent: Thursday, July 20, 2017 12:02 PM

To: Khaira, Sukie JTST:EX; Albrecht, Christine SBRT:EX; White, Sunny JTST:EX; Furtado, Angelina MTIC:EX; Whitford, Kelly M CSCD:EX; Hay, Lorna CSCD:EX; Purdy, Sheila JTST:EX

Cc: Yap, Joyce MIT:EX; Wempe, Sarah MIT:EX; Shatzko, Pam J MIT:EX

Subject: Further Info...

Good afternoon,

We will be setting up weekly meetings with DM + ADMs every Thursday, 10 AM – Noon.

If your ADM has a commitment during this time that cannot be moved, please let me know. These meetings will be weekly until September, then bi-weekly after that.

Subject to change.

A 'best practices' sheet will be circulated soon w/ DM preferences for materials and meetings.

As well, for those ADMs with jobs/tech portfolios, can you please upload to sharepoint (jobs and tech folder) all related notes on the portfolio (not just 30-60-90):

<https://sharepoint->

[cscditi.gov.bc.ca/mit/mitexec/Shared%20Documents/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence](https://sharepoint-cscditi.gov.bc.ca/mit/mitexec/Shared%20Documents/Forms/AllItems.aspx?InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence) - Example attached.

Thanks so much for your patience and cooperation!

Alyson

Alyson Tan

Issues Manager

Deputy Minister's Office

Ministry of Jobs, Trade, and Technology

P: (604) 398-5255

Wempe, Sarah JTT:EX

From: Hammond, James MIT:EX
Sent: Friday, July 21, 2017 10:17 AM
To: Wempe, Sarah MIT:EX
Subject: FW: Call

Can you try to plug me in for coffee with CJ on Monday or Tuesday – maybe after Minister's session?

Jamie

From: Ritchie, CJ JTST:EX
Sent: Friday, July 21, 2017 9:55 AM
To: Hammond, James MIT:EX
Subject: Re: Call

I haven't had a chance to look at deck again. Angelo is consolidating for noon and I have call with Fazil at 2 and may have some edits or comments after. Coffee next week?

Sent from my iPhone
CJ Ritchie
Assistant Deputy Minister
Economic Development Division
Ministry of Jobs, Trade and Technology

On Jul 21, 2017, at 9:44 AM, Hammond, James MIT:EX <James.Hammond@gov.bc.ca> wrote:

CJ

Let me know if you have concerns on slides. Coffee still in the forecast?

Jamie

James W. Hammond
Assistant Deputy Minister
International Strategy and Competitiveness
Ministry of International Trade
[250-952-0367](tel:250-952-0367)

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Friday, July 21, 2017 2:00 PM
To: Hammond, James MIT:EX
Subject: FW: s.13

Note and Tracker has been updated (and sent to Alyson).

From: Wempe, Sarah MIT:EX
Sent: Friday, July 21, 2017 1:59 PM
To: Tan, Alyson MIT:EX
Subject: FW: s.13

s.13

Thanks again!!

From: Tan, Alyson MIT:EX
Sent: Friday, July 21, 2017 11:14 AM
To: Wempe, Sarah MIT:EX
Subject: RE: s.13

I TAKE IT BACK! SHAREPOINT :D FOUND IT

From: Wempe, Sarah MIT:EX
Sent: Friday, July 21, 2017 11:12 AM
To: Tan, Alyson MIT:EX
Subject: s.13

Hi Alyson

s.13

Thank you!!

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Friday, July 21, 2017 2:55 PM
To: Hammond, James MIT:EX
Subject: FW: DRAFT BINDER - Minister's Council

Jamie, this is 107 pages long. I will print if you like (it will be only 54 double sided).

From: Tan, Alyson MIT:EX
Sent: Friday, July 21, 2017 2:30 PM
To: Khaira, Sukie JTST:EX; Nelson, Shirley D JTST:EX; Albrecht, Christine SBRT:EX; White, Sunny JTST:EX; Rioux, Luke JTST:EX; Wempe, Sarah MIT:EX; Yap, Joyce MIT:EX; Yang-Mason, Gloria MIT:EX; Furtado, Angelina MTIC:EX; McDonald, Seanna MTIC:EX; Hay, Lorna CSCD:EX; Whitford, Kelly M CSCD:EX; Purdy, Sheila JTST:EX
Cc: Chauvin, Lindsay JTST:EX; Shatzko, Pam J MIT:EX; Kwan, Shirley JTST:EX
Subject: DRAFT BINDER - Minister's Council

Good afternoon,

The draft minister's council binder is in Exec Sharepoint: <https://sharepoint-cscditi.gov.bc.ca/mit/mitexec/SitePages/Home.aspx?InitialTabId=Ribbon%2ERead&VisibilityContext=WSSTabPersistence>

Subject to change and still waiting on a few materials.

Agenda for ADMs will follow from DMO team.

I am away from now until Tuesday. Please follow-up with those cc-ed in this email for any changes/other.

Thank you for your assistance in pulling this binder together! Great job!

Best,

Alyson

Alyson Tan
Issues Manager
Deputy Minister's Office
Ministry of Jobs, Trade, and Technology
P: (604) 398-5255

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Monday, July 24, 2017 8:16 AM
To: Hammond, James MIT:EX
Subject: RE: s.22

Have moved your meeting w/CI to 11:45 (right after the min's meeting).

From: Hammond, James MIT:EX
Sent: Monday, July 24, 2017 8:11 AM
To: Wempe, Sarah MIT:EX
Subject: s.22

At my desk here - will leave at 9 for the Leg 9:45 mtg.

Jamie

James W. Hammond
Assistant Deputy Minister
International Strategy and Competitiveness
Ministry of International Trade
250-952-0367

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Monday, July 24, 2017 5:23 PM
To: Anderson, Steve MIT:EX; Sawchuk, Bindi MIT:EX; Wade, Nichola MIT:EX
Cc: Hammond, James MIT:EX
Subject: Fwd: Tim Sensitive: MBR Briefing Material for Wednesday July 26th
Attachments: BN_MIN_Decision.docx; ATT00001.htm; BN_MIN_Information.docx; ATT00002.htm

FYI, official request for DNs asap tomorrow (if you did not discuss at your exec today).

I will send out the link to the 30 notes, with a new folder for the DNs first thing tomorrow.

Thanks!

Begin forwarded message:

From: "Hourston, Sveah JTST:EX" <Sveah.Hourston@gov.bc.ca>
Date: July 24, 2017 at 5:02:58 PM PDT
To: "Ritchie, CJ JTST:EX" <CJ.Ritchie@gov.bc.ca>, "Little, Christine SBRT:EX" <Christine.Little@gov.bc.ca>, "Mingay, Rob JTST:EX" <Rob.Mingay@gov.bc.ca>, "Hammond, James MIT:EX" <James.Hammond@gov.bc.ca>, "Krieger, Brian MIT:EX" <Brian.Krieger@gov.bc.ca>, "Morel, David P MTIC:EX" <David.Morel@gov.bc.ca>, "Campbell, Tracy CSCD:EX" <Tracy.Campbell@gov.bc.ca>, "Lansdell, Hayden JTST:EX" <Hayden.Lansdell@gov.bc.ca>
Cc: "Tan, Alyson MIT:EX" <Alyson.Tan@gov.bc.ca>, "Hourston, Sveah JTST:EX" <Sveah.Hourston@gov.bc.ca>, "Hay, Lorna CSCD:EX" <Lorna.Hay@gov.bc.ca>, "Albrecht, Christine SBRT:EX" <Christine.Albrecht@gov.bc.ca>, "Khaira, Sukie JTST:EX" <Sukie.Khaira@gov.bc.ca>, "Furtado, Angelina MTIC:EX" <Angelina.Furtado@gov.bc.ca>, "McDonald, Séanna MTIC:EX" <Seanna.McDonald@gov.bc.ca>, "Wempe, Sarah MIT:EX" <Sarah.Wempe@gov.bc.ca>, "Yap, Joyce MIT:EX" <Joyce.Yap@gov.bc.ca>, "Yang-Mason, Gloria MIT:EX" <Gloria.Yang-Mason@gov.bc.ca>, "Purdy, Sheila JTST:EX" <Sheila.Purdy@gov.bc.ca>, "Chauvin, Lindsay JTST:EX" <Lindsay.Chauvin@gov.bc.ca>, "Shatzko, Pam J MIT:EX" <Pam.Shatzko@gov.bc.ca>
Subject: Tim Sensitive: MBR Briefing Material for Wednesday July 26th

Good evening,

Further to the executive discussion today, please initiate decision notes for all decision items captured in JTT's 30/60/90 list. Please have staff use the attached decision note template (information note template also attached for future reference). My apologies in advance for the very short turnaround, if you could please send your decision BN's to Alyson Tan and myself by 1pm tomorrow (Tuesday July 25th) that would be great – please do contact me if there are any concerns. No need to cliff at this point, we will do that here in DMO so everything is entered into one system.

Thank you!

Sveah

Sveah Hourston

Manager, Business Operations

Deputy Minister's Office

Ministry of Jobs, Trade and Technology

Phone: (250) 356-0187

Email: Sveah.Hourston@gov.bc.ca

MINISTRY OF JOBS, TRADE AND TECHNOLOGY

DECISION NOTE

Cliff #:

Date:

PREPARED FOR: Honourable Bruce Ralston, Minister of Jobs, Trade and Technology

ISSUE:

BACKGROUND:

DISCUSSION:

OPTIONS:

RECOMMENDED OPTION:

ATTACHMENTS:

Approved / Not Approved	Date:
Minister's Signature:	

ADM Contact: Name, Phone #

Prepared by: Name, Title, Division

Reviewed by			
Dir:	ED:	ADM:	DM:

MINISTRY OF JOBS, TRADE AND TECHNOLOGY

INFORMATION NOTE

Cliff #:

Date:

PREPARED FOR: Honourable Bruce Ralston, Minister of Jobs, Trade and Technology

ISSUE:

BACKGROUND:

DISCUSSION:

CONCLUSION or SUMMARY or NEXT STEPS:

ATTACHMENTS:

ADM Contact: Name, Phone #

Prepared by: Name, Title, Division

Reviewed by			
Dir:	ED:	ADM:	DM:

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Monday, July 24, 2017 6:13 PM
To: Anderson, Steve MIT:EX; Sawchuk, Bindi MIT:EX; Wade, Nichola MIT:EX
Cc: Hammond, James MIT:EX
Subject: Fwd: Time Sensitive: MBR Briefing Material for Wednesday July 26th

And never mind. I'll send out just the link to the 30 day notes (for last updates tomorrow). No dn cut and paste required.

Begin forwarded message:

From: "Hourston, Sveah JTST:EX" <Sveah.Hourston@gov.bc.ca>
Date: July 24, 2017 at 6:08:59 PM PDT
To: "Ritchie, CJ JTST:EX" <CJ.Ritchie@gov.bc.ca>, "Little, Christine SBRT:EX" <Christine.Little@gov.bc.ca>, "Mingay, Rob JTST:EX" <Rob.Mingay@gov.bc.ca>, "Hammond, James MIT:EX" <James.Hammond@gov.bc.ca>, "Krieger, Brian MIT:EX" <Brian.Krieger@gov.bc.ca>, "Morel, David P MTIC:EX" <David.Morel@gov.bc.ca>, "Campbell, Tracy CSCD:EX" <Tracy.Campbell@gov.bc.ca>, "Lansdell, Hayden JTST:EX" <Hayden.Lansdell@gov.bc.ca>
Cc: "Tan, Alyson MIT:EX" <Alyson.Tan@gov.bc.ca>, "Hay, Lorna CSCD:EX" <Lorna.Hay@gov.bc.ca>, "Albrecht, Christine SBRT:EX" <Christine.Albrecht@gov.bc.ca>, "Khaira, Sukie JTST:EX" <Sukie.Khaira@gov.bc.ca>, "Furtado, Angelina MTIC:EX" <Angelina.Furtado@gov.bc.ca>, "McDonald, Seanna MTIC:EX" <Seanna.McDonald@gov.bc.ca>, "Wempe, Sarah MIT:EX" <Sarah.Wempe@gov.bc.ca>, "Yap, Joyce MIT:EX" <Joyce.Yap@gov.bc.ca>, "Yang-Mason, Gloria MIT:EX" <Gloria.Yang-Mason@gov.bc.ca>, "Purdy, Sheila JTST:EX" <Sheila.Purdy@gov.bc.ca>, "Chauvin, Lindsay JTST:EX" <Lindsay.Chauvin@gov.bc.ca>, "Shatzko, Pam J MIT:EX" <Pam.Shatzko@gov.bc.ca>
Subject: Re: Time Sensitive: MBR Briefing Material for Wednesday July 26th

Thank you to those that followed up with me, to confirm we just need the 30 day decision notes for tomorrow, thank you!

Sent from my BlackBerry 10 smartphone.

From: Hourston, Sveah JTST:EX
Sent: Monday, July 24, 2017 5:02 PM
To: Ritchie, CJ JTST:EX; Little, Christine SBRT:EX; Mingay, Rob JTST:EX; Hammond, James MIT:EX; Krieger, Brian MIT:EX; Morel, David P MTIC:EX; Campbell, Tracy CSCD:EX; Lansdell, Hayden JTST:EX
Cc: Tan, Alyson MIT:EX; Hourston, Sveah JTST:EX; Hay, Lorna CSCD:EX; Albrecht, Christine SBRT:EX; Khaira, Sukie JTST:EX; Furtado, Angelina MTIC:EX; McDonald, Seanna MTIC:EX; Wempe, Sarah MIT:EX; Yap, Joyce MIT:EX; Yang-Mason, Gloria MIT:EX; Purdy, Sheila JTST:EX; Chauvin, Lindsay JTST:EX; Shatzko, Pam J MIT:EX
Subject: Tim Sensitive: MBR Briefing Material for Wednesday July 26th

Good evening,

Further to the executive discussion today, please initiate decision notes for all decision items captured in JTT's 30/60/90 list. Please have staff use the attached decision note template (information note template also attached for future reference). My apologies in advance for the very short turnaround, if you could please send your decision BN's to Alyson Tan and myself by 1pm tomorrow (Tuesday July 25th) that would be great – please do contact me if there are any concerns. No need to cliff at this point, we will do that here in DMO so everything is entered into one system.

Thank you!

Sveah

Sveah Hourston

Manager, Business Operations

Deputy Minister's Office

Ministry of Jobs, Trade and Technology

Phone: (250) 356-0187

Email: Sveah.Hourston@gov.bc.ca

Wempe, Sarah JTT:EX

From: Hammond, James MIT:EX
Sent: Tuesday, July 25, 2017 2:20 PM
To: Wempe, Sarah MIT:EX
Subject: Fwd: s.12,s.13,s.16

I sent this to Fazil earlier.

Jamie

James W. Hammond
Assistant Deputy Minister
International Strategy and Competitiveness
Ministry of International Trade
250-952-0367

Begin forwarded message:

From: "Hammond, James MIT:EX" <James.Hammond@gov.bc.ca>
Date: July 25, 2017 at 12:32:29 PM PDT
To: "Mihlar, Fazil MIT:EX" <Fazil.Mihlar@gov.bc.ca>
Cc: "Shatzko, Pam J MIT:EX" <Pam.Shatzko@gov.bc.ca>
Subject: s.12,s.13,s.16

Fazil

s.12,s.13,s.16

Jamie

James W. Hammond
Assistant Deputy Minister
International Strategy and Competitiveness
Ministry of International Trade
250-952-0367

s.12,s.13,s.16

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Tuesday, July 25, 2017 3:30 PM
To: Khan, Regan MIT:EX; Calder, Kursti D MIT:EX; Windrim, Craig MIT:EX; Sawchuk, Bindi MIT:EX
Cc: Hammond, James MIT:EX; Wade, Nichola MIT:EX; Anderson, Steve MIT:EX
Subject: FW: Time Sensitive: 30-60-90 tracker due 9am tomorrow

Sorry for the late notice. Could you please update asap. Thanks.

From: Chauvin, Lindsay JTST:EX
Sent: Tuesday, July 25, 2017 3:28 PM
To: Tan, Alyson MIT:EX; Hay, Lorna CSCD:EX; Albrecht, Christine SBRT:EX; Khaira, Sukie JTST:EX; Furtado, Angelina MTIC:EX; McDonald, Seanna MTIC:EX; Wempe, Sarah MIT:EX; Yap, Joyce MIT:EX; Yang-Mason, Gloria MIT:EX; Purdy, Sheila JTST:EX
Cc: Hourston, Sveah JTST:EX; Tan, Alyson MIT:EX
Subject: Time Sensitive: 30-60-90 tracker due 9am tomorrow

Hi,

Could we please ask you to check the 30/60/90 document (link below) and make sure its up-to-date. It will be included in tomorrow's briefing.

Due by 9am tomorrow.

<https://sharepoint-cscd iti.gov.bc.ca/mit/mitexec/Shared%20Documents/Forms/AllItems.aspx>

Thank you,

Lindsay Chauvin
Document Coordinator
Office of the Deputy Minister
Ministry of Jobs, Trade and Technology
Phone: (250) 952-6389

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Tuesday, July 25, 2017 3:50 PM
To: Hourston, Sveah JTST:EX; Tan, Alyson MIT:EX
Cc: Hammond, James MIT:EX
Subject: FW: Tim Sensitive: MBR Briefing Material for Wednesday July 26th
Attachments: DN NAFTA.docx; DN FTZ.docx; DN Export Navigator.docx; DN VCCL.docx

Importance: High

I am sorry for the late notes. Attached 4 notes for our Division (NAFTA, FTZ, Export Navigator and Venture Capital Initiative).

Let me know if you have any q's, thanks!

From: Hourston, Sveah JTST:EX
Sent: Monday, July 24, 2017 5:03 PM
To: Ritchie, CJ JTST:EX; Little, Christine SBRT:EX; Mingay, Rob JTST:EX; Hammond, James MIT:EX; Krieger, Brian MIT:EX; Morel, David P MTIC:EX; Campbell, Tracy CSCD:EX; Lansdell, Hayden JTST:EX
Cc: Tan, Alyson MIT:EX; Hourston, Sveah JTST:EX; Hay, Lorna CSCD:EX; Albrecht, Christine SBRT:EX; Khaira, Sukie JTST:EX; Furtado, Angelina MTIC:EX; McDonald, Seanna MTIC:EX; Wempe, Sarah MIT:EX; Yap, Joyce MIT:EX; Yang-Mason, Gloria MIT:EX; Purdy, Sheila JTST:EX; Chauvin, Lindsay JTST:EX; Shatzko, Pam J MIT:EX
Subject: Tim Sensitive: MBR Briefing Material for Wednesday July 26th
Importance: High

Good evening,

Further to the executive discussion today, please initiate decision notes for all decision items captured in JTT's 30/60/90 list. Please have staff use the attached decision note template (information note template also attached for future reference). My apologies in advance for the very short turnaround, if you could please send your decision BN's to Alyson Tan and myself by 1pm tomorrow (Tuesday July 25th) that would be great – please do contact me if there are any concerns. No need to cliff at this point, we will do that here in DMO so everything is entered into one system.

Thank you!

Sveah

Sveah Hourston

Manager, Business Operations

Deputy Minister's Office

Ministry of Jobs, Trade and Technology

Phone: (250) 356-0187

Email: Sveah.Hourston@gov.bc.ca

Page 294 to/à Page 295

Withheld pursuant to/removed as

s.12;s.16;s.13;s.17

DECISION NOTE

Cliff #:

Date: July 25, 2017

PREPARED FOR: Honourable Bruce Ralston, Minister of Jobs, Trade and Technology

ISSUE: Creation of first provincial Foreign Trade Zone - Prince George

BACKGROUND: A foreign trade zone (FTZ) generally refers to a location within a country that is officially designated for tariff and tax exemptions with respect to the purchase or importation of goods (raw or finished). Such goods can be stored, processed or assembled in the FTZ for re-export (in which case taxes and duties generally would not apply) or for entry into the domestic market (in which case taxes and duties would be deferred until the time of entry). The idea behind an FTZ is to encourage foreign companies to invest in export and import activity in the FTZ which leads to local jobs and economic benefits.

Unlike FTZs in other countries such as the United States, Canada's FTZs are not restricted to a handful of locations that may be distant from a company's best markets or may have inadequate infrastructure and poor logistics. Canada has business incentive programs (such as the Duty Deferral Program and the Exporters Distribution Centre Program) that provide tax and duty benefits comparable to the advantages provided by FTZs in other countries, but these programs are available to any companies and are not tied to a physical location chosen by the federal government. Canada's FTZs offer the following benefits for businesses:

- No heavy paper burden
- No geographic restriction - accessible regardless of location
- Improved cash flow
- Reduced operating expenses
- Increased international competitiveness

There are four FTZs across Canada: Edmonton, Calgary, Centreport (Manitoba), and Niagara. To obtain a FTZ designation in Canada, an economic development entity has to obtain the approval of local and provincial governments and provide a written submission to a Task Force, outlining supports in the area for FTZ activity (intermodal transportation network, business support, appropriate land and warehousing infrastructure).

On January 12, 2017 the Economic Development division of the City of Prince George submitted an application to Western Economic Development (WD) to be considered an FTZ (see attached application and map). Prince George has been working with, and has the support of, City elected officials, the Prince George Airport Authority, the Prince George Economic Development Select Advisory Committee, and private developer and land owner (Prince George Global Logistics Park). The Province worked with the City of Prince George and federal agencies on their application and on May 2, 2017, the federal government approved Prince George's application, making Prince George BC's first FTZ. s.13,s.16

s.13,s.16

s.13,s.16

DISCUSSION: The City of Prince George 2016-2018 Corporate Plan lists the following goals for Economic Development: diversified economy, vibrant economy, employment diversity and accessibility, international connections, and sustainable business. The FTZ initiative was approved by City Council in October 2016 and was presented to the then BC Ministry of International Trade Assistant Deputy Minister at the 2016 Union of British Columbia Municipalities (UBCM) conference. At that meeting, the Province provided support in principle to the City of Prince George for an application to have the Prince George airport and some adjacent land designated as an FTZ.

The Prince George FTZ application highlights numerous factors positing why it is a good locale for a FTZ: Prince George is the largest city in one of the fastest growing regions in Canada; it has seen economic growth and has been successful in attracting investment; it has a skilled workforce and diversified business sectors; it supplies business, industry, transportation, healthcare, education and culture to a broader region of 320,000; it has multi-modal connections to global markets through an international airport, a CN rail intermodal terminal, provincial Highways 16 and 97, and through connections to the Ports of Prince Rupert and Vancouver; and, it has been working to develop and promote Prince George as an inland port for domestic and international markets. The FTZ designation is a significant economic advantage for Prince George as it will help the city attract foreign investment, open up global markets for exporters, and create local jobs.

Prince George has been active and successful in previous initiatives securing federal funding to help promote foreign direct investment (FDI) in the community. The Federal Government (Global Affairs Canada – GAC) runs an “Invest Canada – Community Initiatives” (ICCI) program that provides financial support to BC communities for their FDI initiatives and activities. Initiatives Prince George Development Corporation (IPG) has consistently won grants as shown below. The direct outcome of these grants on attracting FDI is unclear.

YEAR	2007	2009	2010	2011	2012	2013	2014	2015	2016
Amount Awarded to IPG	\$18,000	\$16,550	\$19,820	\$7,733	\$16,800	\$35,050	\$18,422	\$45,972	\$29,407

OPTIONS:

s.13,s.16

s.13,s.16

RECOMMENDED OPTION: s.13,s.16

ATTACHMENTS: 1. Prince George FTZ Point Application
2. Prince George FTZ Map

Approved / Not Approved	Date:
Minister's Signature:	

ADM Contact: Jamie Hammond, 250-952-0367

Prepared by: Ben Kolisnyk, A/Manager, Trade Policy & Negotiations Branch

Reviewed by			
Dir: N/A	ED: SA	ADM: JH	DM:

MINISTRY OF JOBS, TRADE AND TECHNOLOGY

DECISION NOTE

Cliff #:

Date: July 25, 2017

PREPARED FOR: Fazil Mihar, Deputy Minister, Ministry of Jobs, Trade and Technology

ISSUE: s.13,s.17

BACKGROUND:

- Export Navigator is an economic development initiative that helps B.C. businesses grow by supporting their entry into new Canadian and international markets.
- The one-year pilot project, launched in October 2016, offers small and medium-sized businesses free access to community-based specialists who offer a range of services, such as assessing and developing export readiness, supporting the development of a comprehensive market entry strategy, preparing businesses for financing, and offering streamlined service connections to the right export programs or services at the right time.
- Export Navigator is a multi-stakeholder partnership, with financial and in-kind support provided by the B.C. government, the federal government, Small Business BC, Community Futures organizations, and the Comox Valley Economic Development Society.
- Export Navigator enhances the visibility of export services and fosters collaboration and alignment of export-related activities amongst federal, provincial, and municipal economic development stakeholders.

• s.13,s.17

•

DISCUSSION:

• s.13,s.17

s.13,s.17

s.13,s.17

s.13,s.17

ATTACHMENTS:

s.12,s.13,s.17

Approved / Not Approved	Date:
Minister's Signature:	

ADM Contact: Jamie Hammond, Phone # 250-952-0367
 Prepared by: David Coburn, Strategy and Policy Lead

Reviewed by			
Dir: N/A	ED: NW	ADM: JH	DM:

Page 301 to/à Page 302

Withheld pursuant to/removed as

s.12;s.13;s.17

MINISTRY OF JOBS, TRADE AND TECHNOLOGY

DECISION NOTE

Cliff #:

Date: July 25, 2017

PREPARED FOR: Honourable Bruce Raiston, Minister of Jobs, Trade and Technology

ISSUE: Minister direction is required to state B.C.'s position on the federal Venture Capital Catalyst Initiative (VCCI)

BACKGROUND: VCCI is a \$400-million venture capital initiative aimed at supporting late-stage investment in Canada. VCCI's objectives and terms are detailed in Appendix A.

DISCUSSION: VCCI provides an opportunity for the Province to leverage significant federal and private sector investment (\$350 million per fund and up to \$1.5 billion nationally) to rapidly increase the growth of B.C. tech companies. VCCI also provides a mechanism to further develop the B.C. venture capital system which will support tech company growth over the longer-term.

s.13,s.16,s.17

s.13,s.16,s.17

OPTIONS:

s.13,s.16,s.17

RECOMMENDED OPTION: s.13

ATTACHMENTS:
s.13,s.16,s.17

Approved / Not Approved	Date:
Minister Comments:	
Minister's Signature:	

ADM Contact: James Hammond, Phone # (250) 952-0376
Prepared by: Bindi Sawchuk, Executive Director, Investment Capital Branch

Reviewed by			
Dir: NA	ED: BS	ADM: JH	DM:

Page 306 to/à Page 320

Withheld pursuant to/removed as

s.16;s.13;s.17

Wempe, Sarah JTT:EX

From: Hammond, James MIT:EX
Sent: Tuesday, July 25, 2017 5:18 PM
To: Wempe, Sarah MIT:EX
Subject: FW: Unified Communications (UC): Your Cutover Day - Tuesday, August 1st - MIT Victoria

Not sure what this means for me – but please go ahead if they come by when I am away and just let me know what I need to do later. Thanks.

Jamie

From: Dubasov, Heather CSCD:EX
Sent: Tuesday, July 25, 2017 10:45 AM
To: Bui, Tuan MIT:EX; Dailly, Nicole MIT:EX; Graham, Tom J MIT:EX; Greenwood, Gail MIT:EX; Hammond, James MIT:EX; Hardy, Kathryn MIT:EX; Jacques, Baljinder MIT:EX; MIT Deputy Minister's Office; MIT ISC Investment Capital; Charchuk, Lynda MIT:EX; Dubicki, Robert MIT:EX; Evans, Erin MIT:EX; Morash, Kris MIT:EX; Windrim, Craig MIT:EX; Wittstock, Theresa MIT:EX; Calder, Kursti D MIT:EX; Coburn, David MIT:EX; Duffy, Maija MIT:EX; Nagy-Surdu, Melinda MIT:EX; Stewart, Courtney MIT:EX; Sundari Athenam, Uma MIT:EX; Wade, Nichola MIT:EX; MIT ISC Trade Policy & Negotiations; Mulholland, Lauren GCPE:EX; Ommundsen, Eric MIT:EX; Rhodes, Gillian GCPE:EX; Sekyer, Dean MIT:EX; Tang, Lynne MIT:EX; Wempe, Sarah MIT:EX; Yelovatz, Maureen MIT:EX; Klingmann, Erin GCPE:EX
Cc: Operations Projects Economy Sector CSCD:EX; Pay, Erick MIT:EX; Wong, Ian MIT:EX
Subject: Unified Communications (UC): Your Cutover Day - Tuesday, August 1st - MIT Victoria

Good day.

Deployment for your Branch is underway and your final step, Cutover Day, has been scheduled for **Tuesday, August 1, 2017**.

What this means to you:

- If applicable for your area, the Response Group attached to your Branch Program line will go live on the above date (more details to follow for impacted staff).
- All traditional phone lines will no longer be working (no dial tone) and hardware should have been given to your Site Event Contact. For GCPE, please return to Sarah Wempe.
- Traditional voicemail will no longer be working, even when dialing directly into 250 387-4600.

Reminders:

- Update your signature blocks with your new number.
- Update your phone number in the Outlook Global Address Listing (GAL), which will trigger an update in the Government Telephone Directory (GTDS).
 - **NOTE:** This is a critical step in your UC Deployment. Lync is connected to the GAL and uses the telephone entry as your primary contact number. This update is also essential to Inquiry BC for transferring calls from the public.
- Update Lync Communicator with new dialing instructions (recommended).
- Ensure that the Response Group and Branch Program line are working as expected.

- o A OneStop request will need to be submitted if you require to have your Routing Methods or attendees changed.

IMPORTANT:

In the SBIM area, currently sitting on the floor, there will be a traditional phone (non UC) attached to the MFD printer outside the main boardroom. This is for emergency use only. Another emergency line in the building not going UC is the phone line in the 3rd floor lobby.

Please feel free to send me a note if you have any questions or concerns.

Heather Dubasov | Project Analyst | Information Systems Branch
Economy Sector, Management Services Division
PO Box 9802 Stn Prov Govt, 3rd Floor, 800 Johnson Street, Victoria, BC V8W 9W1

Direct: 250-356-6985 | Appshelp: 250-356-9600 | Fax: 250-387-1590

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Tuesday, July 25, 2017 5:53 PM
To: Hammond, James MIT:EX
Cc: Tan, Alyson MIT:EX; Hourston, Sveah JTST:EX
Subject: Re: Tim Sensitive: MBR Briefing Material for Wednesday July 26th

Doh! My fault! Thanks Jamie.
Everything else should be there.

> On Jul 25, 2017, at 5:43 PM, Hammond, James MIT:EX <James.Hammond@gov.bc.ca> wrote:

>
> Here they are Alyson – many thanks. Not sure how they got dropped.

>
> Jamie

>
> From: Tan, Alyson MIT:EX
> Sent: Tuesday, July 25, 2017 5:39 PM
> To: Wempe, Sarah MIT:EX; Hourston, Sveah JTST:EX
> Cc: Hammond, James MIT:EX
> Subject: RE: Tim Sensitive: MBR Briefing Material for Wednesday July 26th

>
> Hi Sarah – I don't see attachments for FTZ as listed in DN. Do you want the reference to attachments removed?

>
> From: Wempe, Sarah MIT:EX
> Sent: Tuesday, July 25, 2017 3:50 PM
> To: Hourston, Sveah JTST:EX; Tan, Alyson MIT:EX
> Cc: Hammond, James MIT:EX
> Subject: FW: Tim Sensitive: MBR Briefing Material for Wednesday July 26th
> Importance: High

>
> I am sorry for the late notes. Attached 4 notes for our Division (NAFTA, FTZ, Export Navigator and Venture Capital Initiative).

>
> Let me know if you have any q's, thanks!

>
> From: Hourston, Sveah JTST:EX
> Sent: Monday, July 24, 2017 5:03 PM
> To: Ritchie, CJ JTST:EX; Little, Christine SBRT:EX; Mingay, Rob JTST:EX; Hammond, James MIT:EX; Krieger, Brian MIT:EX; Morel, David P MTIC:EX; Campbell, Tracy CSCD:EX; Lansdell, Hayden JTST:EX
> Cc: Tan, Alyson MIT:EX; Hourston, Sveah JTST:EX; Hay, Lorna CSCD:EX; Albrecht, Christine SBRT:EX; Khaira, Sukie JTST:EX; Furtado, Angelina MTIC:EX; McDonald, Seanna MTIC:EX; Wempe, Sarah MIT:EX; Yap, Joyce MIT:EX; Yang-Mason, Gloria MIT:EX; Purdy, Sheila JTST:EX; Chauvin, Lindsay JTST:EX; Shatzko, Pam J MIT:EX
> Subject: Tim Sensitive: MBR Briefing Material for Wednesday July 26th

> Importance: High

>
> Good evening,
> Further to the executive discussion today, please initiate decision notes for all decision items captured in JTT's 30/60/90 list. Please have staff use the attached decision note template (information note template also attached for

future reference). My apologies in advance for the very short turnaround, if you could please send your decision BN's to Alyson Tan and myself by 1pm tomorrow (Tuesday July 25th) that would be great – please do contact me if there are any concerns. No need to cliff at this point, we will do that here in DMO so everything is entered into one system.

> Thank you!

> Sveah

>

> Sveah Hourston

> Manager, Business Operations

> Deputy Minister's Office

> Ministry of Jobs, Trade and Technology

> Phone: (250) 356-0187

> Email: Sveah.Hourston@gov.bc.ca<<mailto:Sveah.Hourston@gov.bc.ca>>

>

> <PG FTZ Application - Letter.pdf>

> <PG FTZ Application - Map.pdf>

Page 325

Withheld pursuant to/removed as

s.22

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Friday, July 28, 2017 10:21 AM
To: Hammond, James MIT:EX
Subject: RE: As requested: Consultation Draft. JTT. 17 18. MOS for Trade. Planning for TB Reg.July 27

s.22

From: Hammond, James MIT:EX
Sent: Friday, July 28, 2017 9:50 AM
To: Anderson, Steve MIT:EX
Cc: Wade, Nichola MIT:EX; Sawchuk, Bindi MIT:EX; Wempe, Sarah MIT:EX
Subject: RE: As requested: Consultation Draft. JTT. 17 18. MOS for Trade. Planning for TB Reg.July 27

Awesome – that would be simpler.

s.22

Jamie

From: Anderson, Steve MIT:EX
Sent: Friday, July 28, 2017 9:44 AM
To: Hammond, James MIT:EX; Wempe, Sarah MIT:EX
Cc: Wade, Nichola MIT:EX
Subject: RE: As requested: Consultation Draft. JTT. 17 18. MOS for Trade. Planning for TB Reg.July 27

Ok – I did not add comment there as it had IBD as the lead but can.

Also, I just spoke to Martha and we agreed that, s.13
s.13

From: Hammond, James MIT:EX
Sent: Friday, July 28, 2017 9:41 AM
To: Anderson, Steve MIT:EX; Wempe, Sarah MIT:EX
Cc: Wade, Nichola MIT:EX
Subject: RE: As requested: Consultation Draft. JTT. 17 18. MOS for Trade. Planning for TB Reg.July 27

Steve - s.13

s.13

From: Anderson, Steve MIT:EX
Sent: Friday, July 28, 2017 9:22 AM

To: Hammond, James MIT:EX; Wempe, Sarah MIT:EX

Subject: Fwd: As requested: Consultation Draft. JTT. 17 18. MOS for Trade. Planning for TB Reg.July 27

As per my last email

Here you go

Notice: This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.

Begin forwarded message:

From: "Anderson, Steve MIT:EX" <Steve.Anderson@gov.bc.ca>

Date: July 28, 2017 at 9:03:31 AM PDT

To: "Leduc, Danine CSCD:EX" <Danine.Leduc@gov.bc.ca>, "Wood, Martha CSCD:EX" <Martha.Wood@gov.bc.ca>

Subject: As requested: Consultation Draft. JTT. 17 18. MOS for Trade. Planning for TB Reg.July 27

Suggested inclusions in track changes. Let me know if any questions

Steve

Steve Anderson, M.A., LL.M.
Executive Director, Trade Policy and Negotiations
Ministry of Jobs, Trade and Technology
Government of British Columbia

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Friday, July 28, 2017 3:50 PM
To: Hammond, James MIT:EX
Cc: Anderson, Steve MIT:EX
Subject: FW: 60-90 day notes due 9am July 31
Attachments: s.13

Jamie, our 60/90 day notes are due on Monday at 9am to DMO. We have 3 in total s.13
s.13

Steve has approved as a/adm, but attaching in case you have any concerns. I will send up before 9am on Monday.
Thanks!

Ps. Our Stakeholder meeting notes have been sent up, but I have copies for you.

Have a great weekend.

From: Chauvin, Lindsay JTST:EX
Sent: Thursday, July 27, 2017 1:14 PM
To: Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX; Khaira, Sukie JTST:EX; McDonald, Seanna MTIC:EX; Purdy, Sheila JTST:EX; Rioux, Luke JTST:EX; Tan, Alyson MIT:EX; Wempe, Sarah MIT:EX; White, Sunny JTST:EX; Yang-Mason, Gloria MIT:EX; Yap, Joyce MIT:EX
Cc: Hourston, Sveah JTST:EX
Subject: 60-90 day notes due 9am July 31

Hi,

Also stemming from the briefings this week, Minister would like to see the 60-day and 90-day decision notes due to DMO by 9am on Monday July 31st. I've attached the updated DN template for convenience.

Thank you!

Lindsay Chauvin
Document Coordinator
Office of the Deputy Minister
Ministry of Jobs, Trade and Technology
Phone: (250) 952-6389

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Withheld pursuant to/removed as

s.12;s.13;s.17

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Friday, July 28, 2017 5:51 PM
To: Kwan, Shirley JTST:EX
Cc: Tan, Alyson MIT:EX; Hammond, James MIT:EX; Anderson, Steve MIT:EX
Subject: Re: Save the date on August 8 (14:00): Deputy Ministers Conference Call on Trade Issues / Alerte calendrier pour le 8 août (14h00): Appel conférence des sous-ministres sur les questions commerciales

Likely yes, and yes.

I'll check in with Jamie/Steve on Monday morning, and will provide more info then.

Thanks Shirley!

On Jul 28, 2017, at 5:47 PM, Kwan, Shirley JTST:EX <Shirley.Kwan@gov.bc.ca> wrote:

Hi Sarah,

Is your branch working on materials for this call? If so, can you get more info – how long the calls, would James like to join in with the DM, is a pre-brief need and will there be any supporting materials?

I have held the Save the date in the DM's calendar for Aug 8th @ 10am to 12pm BC time.

Thanks!

Shirley

From: Timothy.Sargent@international.gc.ca [mailto:Timothy.Sargent@international.gc.ca]

Sent: Friday, July 28, 2017 11:30 AM

To: Jason.Krips@gov.ab.ca; Mihlar, Fazil MIT:EX; james.wilson@leg.gov.mb.ca; stephen.lund@onbcanada.ca; Bill.Levesque@gnb.ca; PatriciaAHearn@gov.nl.ca; TedLomond@gov.nl.ca; kelliann.dean@novascotia.ca; lbroten@nsbi.ca; tom_jensen@gov.nt.ca; CDArcy@GOV.NU.CA; giles.gherson@ontario.ca; Shirley.Phillips@ontario.ca; dkeedwell@gov.pe.ca; jocelin.dumas@economie.gouv.qc.ca; kent.campbell@gov.sk.ca; laurie.pushor@gov.sk.ca; justin.ferbey@gov.yk.ca

Cc: Joshua.Pelland@international.gc.ca; Bruno.Hamel@international.gc.ca; Elise.Racicot@international.gc.ca; John.Gartke@international.gc.ca; Marie-Josée.Langlois@international.gc.ca; Michael.Danagher@international.gc.ca; Paul.Norila@international.gc.ca; Nathalie.Bechamp@international.gc.ca; Erin.Hunt@international.gc.ca; Margaux.McDonald@international.gc.ca; Lisa.Thoroski@gov.ab.ca; Dodi.Zuczek@gov.ab.ca; Kwan, Shirley JTST:EX; shannon.gerbrandt@leg.gov.mb.ca; Manon.BertinCouillard@onbcanada.ca; ginette.delfrate@gnb.ca; bbailey@gov.nl.ca; CarlaJoy@gov.nl.ca; Laura.bellefontaine@novascotia.ca; fmarshall@nsbi.ca; ynn_brookson@gov.nt.ca; MBaines@GOV.NU.CA; elaine.booth@ontario.ca; jean.abou-saab@ontario.ca; tmkelly@gov.pe.ca; france.perreault@economie.gouv.qc.ca; marie-claude.lajoie@economie.gouv.qc.ca; karen.mazurak@gov.sk.ca; scott.weaver@gov.sk.ca; michelle.klein@gov.sk.ca; judith.voswinkel@gov.yk.ca; Cecile.Cousineau@international.gc.ca

Subject: Save the date on August 8 (14:00): Deputy Ministers Conference Call on Trade Issues / Alerte calendrier pour le 8 août (14h00): Appel conférence des sous-ministres sur les questions commerciales

Dear colleagues,

During our last meeting in Ottawa on June 19, 2017, we promised to share updates with you on priority trade issues including NAFTA. As such, we would like to enquire about your availability to take part in a conference call with me and your other colleagues on **August 8 at 14:00**. A more detailed agenda will be forwarded to all participants in due course.

If you cannot participate, please feel free to designate your replacement and their coordinates by replying to Joshua Pelland (343-203-2093) – copied here.

Thanks for your collaboration and I look forward to these consultations.

Best regards

Timothy Sargent, Deputy-Minister of International Trade

Global Affairs Canada

Chers collègues,

Lors de notre dernière rencontre à Ottawa le 19 juin dernier, nous avons promis de partager des mises à jour avec vous sur les questions commerciales prioritaires, y compris l'ALENA. À ce titre, nous aimerions vérifier votre disponibilité à prendre part à un appel-conférence avec moi et vos autres collègues le **8 août à 14h00**. Un ordre du jour plus détaillé sera envoyé à tous les participants en temps opportun.

Si vous ne pouviez y participer, je vous invite à désigner votre remplaçant, ainsi que ses coordonnées en répondant à Joshua Pelland (343-203-2093) – copié ici.

Je vous remercie de votre collaboration et au plaisir de renouer avec vous lors de ces consultations.

Cordialement,

Timothy Sargent, Sous-ministre du Commerce international

Affaires mondiales Canada

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s.22;s.13

Page 347

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s.22

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Wednesday, July 26, 2017 2:32 PM
To: Hammond, James MIT:EX; Anderson, Steve MIT:EX
Subject: RE: Calls this afternoon

4:00 Div Meeting Discussion is scheduled, and then Steve can stay on the line to discuss anything that is coming up tomorrow/Fri.

From: Hammond, James MIT:EX
Sent: Wednesday, July 26, 2017 2:28 PM
To: Wempe, Sarah MIT:EX
Subject: Calls this afternoon

Sarah

Could you see if I could do the 4:30 call at 4 and then just chat with Steve at the end of that call. Rather than two calls.

Jamie

James W. Hammond
Assistant Deputy Minister
International Strategy and Competitiveness
Ministry of International Trade
250-952-0367

Page 349 to/à Page 351

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s.22

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Monday, July 31, 2017 11:05 AM
To: Wade, Nichola MIT:EX; Hammond, James MIT:EX
Subject: RE: International Strategy and Competitiveness Division DM briefing draft July 28 2017.pptx

Can you let me know when I can send this to the DMO? (They are hoping to receive by 2pm today).

Thank you!

From: Wade, Nichola MIT:EX
Sent: Sunday, July 30, 2017 8:03 AM
To: Hammond, James MIT:EX
Cc: Calder, Kursti D MIT:EX; Wempe, Sarah MIT:EX
Subject: Fw: International Strategy and Competitiveness Division DM briefing draft July 28 2017.pptx
Jamie

Kursti has done a super job at this. Full version will be ready for our review on Monday at 10 am.
N

From: Calder, Kursti D MIT:EX <Kursti.Calder@gov.bc.ca>
Sent: Friday, July 28, 2017 4:31 PM
To: Wade, Nichola MIT:EX
Subject: International Strategy and Competitiveness Division DM briefing draft July 28 2017.pptx

Hi Nichola,

Attached is the presentation for briefing Fazil next Wednesday. I need to put in TPN's org chart but am having issues with it. May need to reformat to add it, I will do that over the weekend. Please let me know if you need any changes prior to Monday. I will be checking my email. I will also be checking next week. Text me if you need me immediately. Have a great weekend!

Kursti

Wempe, Sarah JTT:EX

From: Hammond, James MIT:EX
Sent: Monday, July 31, 2017 11:36 AM
To: Wempe, Sarah MIT:EX
Subject: s.13
Attachments:

Page 354 to/à Page 359

Withheld pursuant to/removed as

s.13

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Monday, July 31, 2017 12:27 PM
To: Hammond, James MIT:EX
Subject: RE: 60-90 day notes due 9am July 31

Jamie, any else to add to the Minister's Meeting agenda? You had mentioned Investment Attraction and FII/IIF Board – should I add to the agenda?

12:30	s.13		Jamie Hammond
-------	------	--	---------------

From: Tan, Alyson MIT:EX
Sent: Monday, July 31, 2017 12:22 PM
To: Chauvin, Lindsay JTST:EX; Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX; Khaira, Sukie JTST:EX; McDonald, Seanna MTIC:EX; Purdy, Sheila JTST:EX; Rioux, Luke JTST:EX; Wempe, Sarah MIT:EX
Subject: RE: 60-90 day notes due 9am July 31

Hello!

Following Lindsay's email, can you please update the agenda on JTT Exec Sharepoint: <https://sharepoint-cscd.jti.gov.bc.ca/mit/mitexec/Shared%20Documents/Forms/AllItems.aspx> (in 01. Folder) with the items your ADM will be discussing in the 60-90 section? I've filled out some parts already with what I have.

If I haven't listed your items, can you please re-send to me?

Thank you!

Alyson

From: Chauvin, Lindsay JTST:EX
Sent: Thursday, July 27, 2017 1:14 PM
To: Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX; Khaira, Sukie JTST:EX; McDonald, Seanna MTIC:EX; Purdy, Sheila JTST:EX; Rioux, Luke JTST:EX; Tan, Alyson MIT:EX; Wempe, Sarah MIT:EX; White, Sunny JTST:EX; Yang-Mason, Gloria MIT:EX; Yap, Joyce MIT:EX
Cc: Hourston, Sveah JTST:EX
Subject: 60-90 day notes due 9am July 31

Hi,

Also stemming from the briefings this week, Minister would like to see the 60-day and 90-day decision notes due to DMO by 9am on Monday July 31st. I've attached the updated DN template for convenience.

Thank you!

Lindsay Chauvin
Document Coordinator
Office of the Deputy Minister
Ministry of Jobs, Trade and Technology
Phone: (250) 952-6389

Wempe, Sarah JTT:EX

From: Wempe, Sarah MIT:EX
Sent: Monday, July 31, 2017 2:21 PM
To: Best, Kelly MIT:EX; Hammond, James MIT:EX
Cc: Wade, Nichola MIT:EX
Subject: RE: Revised Division presentation

Thanks Kelly! Nichola asked me to take out the speaking notes, but looks like you have done that. I will send over and will walk over a hard copy to DMO.

Thanks again.

From: Best, Kelly MIT:EX
Sent: Monday, July 31, 2017 2:19 PM
To: Wempe, Sarah MIT:EX; Hammond, James MIT:EX
Cc: Wade, Nichola MIT:EX
Subject: Revised Division presentation

Jamie, Sarah,

Please see attached for revised Division presentation.

Kelly

Kelly Best
Ministry of International Trade
s.17
Kelly.Best@gov.bc.ca

Wempe, Sarah JTT:EX

From: Hammond, James MIT:EX
Sent: Monday, July 31, 2017 8:23 PM
To: Wempe, Sarah MIT:EX
Subject: Fwd: In-Range Salary Increase Letters
Attachments: MIT_ISC_JULY 2017.docx; ATT00001.htm

Please print for my sig thanks.

Jamie

James W. Hammond
Assistant Deputy Minister
International Strategy and Competitiveness
Ministry of International Trade
[250-952-0367](tel:250-952-0367)

Begin forwarded message:

From: "Turton, Roberta CSCD:EX" <Roberta.Turton@gov.bc.ca>
To: "Hammond, James MIT:EX" <James.Hammond@gov.bc.ca>
Cc: "Campbell, Tracy CSCD:EX" <Tracy.Campbell@gov.bc.ca>, "Genzale, Amber CSCD:EX" <Amber.Genzale@gov.bc.ca>
Subject: In-Range Salary Increase Letters

Hi Jamie,
s.13

If you have any questions or concerns as to this process or the content you receive, please don't hesitate to contact me.

Warmly,

Roberta

Roberta Turton, MA, CPHR, ACC | Acting Executive Director, Strategic Human Resources

The Economy Sector

800 Johnson Street | Victoria, BC | 778-584-0556

Integrity | Curiosity | Teamwork | Accountability | Passion | Service | Courage

Page 365 to/à Page 384

Withheld pursuant to/removed as

s.22

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Monday, July 31, 2017 11:34 AM
To: Krieger, Brian MIT:EX
Subject: FW: Exec Coordinating Committee on Intl Education - membership for next call in Sept

Hi Brian,

Will you or Fazil be sitting on this committee?

Thanks.

Joyce

From: Nirwan, Pavan MIT:EX
Sent: Monday, July 31, 2017 11:01 AM
To: Yap, Joyce MIT:EX
Cc: Delaney, Catherine A MIT:EX
Subject: Fwd: Exec Coordinating Committee on Intl Education - membership for next call in Sept

Hi Joyce

Can you please ask Brian if he will be sitting on this committee still ?

Thanks

Sent from my iPhone

Begin forwarded message:

From: "Wai, Bonnie O AVED:EX" <Bonnie.Wai@gov.bc.ca>
Date: July 31, 2017 at 10:54:00 AM PDT
To: "Nirwan, Pavan MIT:EX" <Pavan.Nirwan@gov.bc.ca>, "Cagic, Nina MIT:EX" <Nina.Cagic@gov.bc.ca>
Cc: "Brucker, Laurie AVED:EX" <Laurie.Brucker@gov.bc.ca>
Subject: Exec Coordinating Committee on Intl Education - membership for next call in Sept

Hello Pavan/Nina – we're looking to re-finalize the invitation for the next ECC on IE call in September and given the recent changes, want to confirm the representative for your area.

Would you know whether Brian Krieger will be attending the ECC calls as the executive member representing Trade?

Please let me know – thanks!

Bonnie Wai
Senior Policy Analyst | International Education
BC Ministry of Advanced Education, Skills and Training
250-356-7738

From: Wai, Bonnie O AVED:EX
Sent: Tuesday, July 11, 2017 11:37 AM

To: Sheppard, Grant EDUC:EX; Nirwan, Pavan MIT:EX; Bradbury, Kim JTST:EX; Grewal, Lily JTST:EX; Helander, Carling JTST:EX
Subject: FW: Next Executive Coordinating Committee meeting/call on Intl Education - September 2017

Hi everyone - FYI. Draft agenda will be circulated closer to the date.

From: Poirier, Dorice AVED:EX
Sent: Thursday, July 6, 2017 10:51 AM
To: Wai, Bonnie O AVED:EX
Cc: McConnan, Kelly AVED:EX; Street, Hilary AVED:EX
Subject: RE: SCHEDULING PLS: Next Executive Coordinating Committee meeting/call on Intl Education - September 2017

Hi I scheduled the above call for Sep. 19, 3-4.

It is in Claire's calendar. Let me know if we need to book the pre-brief and how long before?

Dorice Poirier | Executive Administrative Assistant to Assistant Deputy Minister, Claire Avison – Governance, Legislation and Strategic Policy Division | Ministry of Advanced Education | (250 356-0826) dorice.poirier@gov.bc.ca

From: Wai, Bonnie O AVED:EX
Sent: Monday, June 26, 2017 2:08 PM
To: Poirier, Dorice AVED:EX
Subject: SCHEDULING PLS: Next Executive Coordinating Committee meeting/call on Intl Education - September 2017

Hi Dorice! Could you please look into scheduling the next ECC meeting/call? The next BCCIE Board meeting/retreat will take place on Sept 21st so scheduling the next ECC meeting **as close as possible PRIOR to Sept 21st** would be preferred.

Invitees are:

Claire Avison, AVED
Clark Roberts, MIT
Ramona Soares, EDUC
Rob Mingay, JTST

One hour please.

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Monday, July 31, 2017 10:19 AM
To: Krieger, Brian MIT:EX
Subject: s.15 Booked for the Australian Meeting at 11:00 am

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Friday, July 28, 2017 4:00 PM
To: Krieger, Brian MIT:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Hi Brian,

You are now confirmed on the 4:30 pm flight back to Vancouver on Monday, July 31.

Joyce

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Friday, July 28, 2017 3:57 PM
To: Yap, Joyce MIT:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#) | [Manage Flight](#) | [Deals & Specials](#) | [High Flyer Rewards](#) | [My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

s.17,s.22

Name

Brian Krieger

Company

Ministry Of International Trade

s.17,s.22

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Monday, July 24, 2017 4:43 PM
To: Krieger, Brian MIT:EX
Subject: Fwd: Wednesday July 26th - ADDITIONAL Minister's Briefing

FYI. Minister's briefing will be held in Vancouver on Wednesday

I will can your tentative Victoria hotel reservation for Wednesday evening.

Joyce

Begin forwarded message:

From: "Kwan, Shirley JTST:EX" <Shirley.Kwan@gov.bc.ca>
Date: July 24, 2017 at 4:39:01 PM PDT
To: "Purdy, Sheila JTST:EX" <Sheila.Purdy@gov.bc.ca>, "Wempe, Sarah MIT:EX" <Sarah.Wempe@gov.bc.ca>, "Khaira, Sukie JTST:EX" <Sukie.Khaira@gov.bc.ca>, "Yap, Joyce MIT:EX" <Joyce.Yap@gov.bc.ca>, "Rioux, Luke JTST:EX" <Luke.Rioux@gov.bc.ca>, "Albrecht, Christine SBRT:EX" <Christine.Albrecht@gov.bc.ca>, "Furtado, Angelina MTIC:EX" <Angelina.Furtado@gov.bc.ca>, "Hay, Lorna CSCD:EX" <Lorna.Hay@gov.bc.ca>
Cc: "Hourston, Sveah JTST:EX" <Sveah.Hourston@gov.bc.ca>, "Chauvin, Lindsay JTST:EX" <Lindsay.Chauvin@gov.bc.ca>, "Tan, Alyson MIT:EX" <Alyson.Tan@gov.bc.ca>
Subject: Wednesday July 26th - ADDITIONAL Minister's Briefing

Hello Everyone,

I've been advised all Executive staff will need to travel to Vancouver for the additional Minister's briefing from 9:30am to 4pm. I will send out a calendar invite shortly.

Shirley

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Monday, July 24, 2017 9:39 AM
To: Krieger, Brian MIT:EX
Subject: Thursday's Travel to Victoria

Hi Brian,

8:30 am flight on Harbour Air is currently being waitlisted but confirmed for 08:00 am for now.

Have booked 1:30 pm for your return to Vancouver as there is no 2:00 pm flight. You have a 3:00 pm IBD/ISC ADMs & EDs scheduled.

Helijet's timing is either not available or suitable.

Joyce

From: Krieger, Brian MIT:EX
Sent: Monday, July 24, 2017 8:36 AM
To: Yap, Joyce MIT:EX
Subject:

Hi Joyce. Can you get me back to Victoria on Thursday for a 10 am meeting. 8.30 flight would be great

Sent from my Samsung Galaxy smartphone.

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Monday, July 24, 2017 9:02 AM
To: Krieger, Brian MIT:EX
Cc: Yang-Mason, Gloria MIT:EX
Subject: FW: Weekly 1:1 lateral

Importance: High

FYI.

From: Kwan, Shirley JTST:EX
Sent: Monday, July 24, 2017 8:49 AM
To: Purdy, Sheila JTST:EX; Wempe, Sarah MIT:EX; Khaira, Sukie JTST:EX; Yap, Joyce MIT:EX; Rioux, Luke JTST:EX; Albrecht, Christine SBRT:EX; Furtado, Angelina MTIC:EX; Hay, Lorna CSCD:EX
Cc: Hourston, Sveah JTST:EX; White, Sunny JTST:EX; Chauvin, Lindsay JTST:EX; Tan, Alyson MIT:EX
Subject: Weekly 1:1 lateral
Importance: High

Good Morning Everyone,

Happy Monday!! I'll be sending out Weekly 1:1's but been asked staff to provide DMO with an agenda and any materials related to discussion for review 2 days prior.

Please send them to Lindsay Chauvin, Alyson Tan with a cc' to Sveah Hourston and myself.

Thank you all again!

Shirley

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Friday, July 21, 2017 10:04 AM
To: Krieger, Brian MIT:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Hi Brian,

You are all set for Monday!

08:00 am going and 2:30 pm coming back. Will put the info in your calendar.

08:30 am flight is sold out.

Joyce

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Friday, July 21, 2017 9:38 AM
To: Yap, Joyce MIT:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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Thank you for choosing Harbour Air Seaplanes, Whistler Air & SaltSpring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	s.17,s.22
Name	Brian Krieger
Company	Ministry Of International Trade

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Thursday, July 20, 2017 11:26 AM
To: Krieger, Brian MIT:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

FYI.

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Thursday, July 20, 2017 11:25 AM
To: Yap, Joyce MIT:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



[Check Flight Status](#)

[Manage Flight](#)

[Deals & Specials](#)

[High Flyer Rewards](#)

[My Account](#)

Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

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Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	s.17,s.22
Name	Brian Krieger
Company	Ministry Of International Trade

s.17,s.22

Thursday, July 20, 2017

Invoice #5671429

Flight #350/Twin Otter

All Skeds - Baggage : Checked Baggage Fee \$0.00

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Thursday, July 20, 2017 10:03 AM
To: Krieger, Brian MIT:EX
Subject: Harbour Air & Helijet Waitlist Status

Still on waitlist status for both Harbour Air and Helijet.

Better chances on Helijet on the 2:00 pm or 4:00 pm flight.

Will keep you posted.

Joyce

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Wednesday, July 19, 2017 2:13 PM
To: Krieger, Brian MIT:EX
Subject: Travel to Victoria on Thursday, July 20

Importance: High

Hi Brian,

The only flight available to get you into Victoria is from YVR South Terminal on Harbour Air at 07:20 am. I have already secured this flight for you.

Both Helijet and Harbour Air are sold out on the preferred going and returning times.

You will need to take Air Canada back which they have quite a few afternoon flights available. It may be good if you want to park your vehicle at the airport.

Let me know if I should go ahead to book Air Canada for your return and time you prefer.

Thanks.

Joyce

Yap, Joyce JTT:EX

From: Yap, Joyce MIT:EX
Sent: Tuesday, July 18, 2017 2:46 PM
To: Krieger, Brian MIT:EX
Subject: Fwd: Thank you for choosing to take off with Helijet!

FYI.

Begin forwarded message:

From: <passengerservices@helijet.com>
Date: July 18, 2017 at 2:41:31 PM PDT
To: <joyce.yap@gov.bc.ca>
Subject: Thank you for choosing to take off with Helijet!



Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account

s.17,s.22

Name

Brian Krieger

Company

Ministry Of International Trade

s.17,s.22

Wednesday, July 19, 2017

Invoice #193713

705

FARE-YWH-Full_Summer - 2017

\$219.05

07:50 Vancouver Harbour

+ GST

\$10.95

08:25 Victoria Harbour

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Tuesday, July 25, 2017 9:27 AM
To: Yap, Joyce JTT:EX
Subject: 1:1 items

Joyce,

Here are my agenda items for my meeting with Fazil:

s.13

Brian

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Tuesday, July 25, 2017 10:43 AM
To: Yap, Joyce JTT:EX
Subject: FW: IBD All Staff Update

Brian
604 660 0220

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

From: Jethani, Salima MIT:EX
Sent: Tuesday, July 25, 2017 10:18 AM
To: Krieger, Brian MIT:EX
Subject: Re: IBD All Staff Update

Just a reminder August 1st is a STAT - which I'm sure you know.

Sent from my iPhone

> On Jul 25, 2017, at 10:06 AM, Krieger, Brian MIT:EX <Brian.Krieger@gov.bc.ca> wrote:

>

> Dial-In Details:

>

>

> Access codes:
s.15,s.17

>

>

>

> <meeting.ics>

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Friday, July 28, 2017 3:04 PM
To: Yap, Joyce JTT:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Hi Joyce,

Thanks for setting this up. I'm not sure I can make the 4pm coming back – our meeting is scheduled to go until at least 3:30. Is there a 4:30 flight or a bit later available?

Brian
604 660 0220

From: reservation@harbourair.com [mailto:reservation@harbourair.com]
Sent: Friday, July 28, 2017 2:10 PM
To: Krieger, Brian MIT:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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Thank you for choosing Harbour Air Seaplanes, Whistler Air & Saltspring Air, we're excited to welcome you aboard! Please review your flight details below.

If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account	s.17,s.22
Name	Brian Krieger
Company	Ministry Of International Trade

s.17,s.22

Monday, July 31, 2017

Flight #215

12:30 Vancouver Harbour / Map 

13:05 Victoria Harbour / Map 

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Brian Krieger, Male

Add to Calendar

Invoice #5685301

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Standard GO Flex	\$186.64

Billing	\$197.15
Taxes	\$0.00
Grand Total	\$197.15

Turbobucks	\$197.15
------------	----------

Date / Time	July 28, 2017 @ 2:09:57 PM
Summary	#TU1100102
Service	Turbobucks
Ticket	TU1100102

Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed

\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of departure

Monday, July 31, 2017

Flight #360

16:00 Victoria Harbour / Map

16:35 Vancouver Harbour / Map

35 minutes

KK- Confirmed

1 Passenger(s) - GoFlex

. Brian Krieger, Male

Add to Calendar

Invoice #5685302

All Skeds - Baggage : Checked Baggage Fee	\$0.00
Sked 200 : Carbon Offset	\$0.65
Sked 200 : VHFC Terminal Fee	\$9.86
Sked 200/300 : Non-Peak GO Flex	\$140.92

Billing	\$151.43
Taxes	\$0.00
Grand Total	\$151.43

Turbobucks	\$151.43
------------	----------

Date / Time	July 28, 2017 @ 2:09:57 PM
Summary	#TU1100102
Service	Turbobucks
Ticket	TU1100102

Fare Conditions:

Refundable up to 15 minutes prior to Departure
Changeable up to 15 minutes prior to Departure
Select Seating \$10 (space permitting)
50% cancellation fee for groups of 4+ if cancelled
within 24 hrs of departure

Baggage:

All routes (except routes listed below)

25 lbs. Guaranteed
25 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed
15 lbs. (space available)
\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo

50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:

100% cancellation fee if cancelled within 24hrs of
departure

Booking Information

Complimentary shuttle service (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Friday, July 28, 2017 4:01 PM
To: Yap, Joyce JTT:EX
Subject: RE: Harbour Air Flight Itinerary. Thanks for booking!

Thanks Joyce

Brian
604 660 0220

From: Yap, Joyce MIT:EX
Sent: Friday, July 28, 2017 4:00 PM
To: Krieger, Brian MIT:EX
Subject: FW: Harbour Air Flight Itinerary. Thanks for booking!

Hi Brian,

You are now confirmed on the 4:30 pm flight back to Vancouver on Monday, July 31.

Joyce

From: reservation@harbourair.com [<mailto:reservation@harbourair.com>]
Sent: Friday, July 28, 2017 3:57 PM
To: Yap, Joyce MIT:EX
Subject: Harbour Air Flight Itinerary. Thanks for booking!



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If you have any questions regarding your reservation or wish to make any changes, please log into your account at harbourair.com or call one of our friendly customer service staff at 604.274.1277 or toll-free 1.800.665.0212.

Would you prefer a guaranteed single window seat? Ask one of our customer service agents about [Select Seating](#) at check in - only \$10.00!

Harbour Air Team

Customer Information

Account

s.17,s.22

Name

Brian Krieger

Company

Ministry Of International Trade

s.17,s.22

Monday, July 31, 2017**Flight #222****16:30 Victoria Harbour / Map** **17:05 Vancouver Harbour / Map** **35 minutes****KK- Confirmed****1 Passenger(s) - GoFlex****Brian Krieger, Male****Add to Calendar**

Invoice #5685302

All Skeds - Baggage : Checked Baggage Fee \$0.00

Sked 200 : Carbon Offset \$0.65

Sked 200 : VHFC Terminal Fee \$9.86

Sked 200/300 : Standard GO Flex \$186.64

+ Goods and Services Tax \$9.85

Billing \$197.15

Taxes \$9.85

Grand Total \$207.00

Turbobucks \$151.43

Date / Time July 28, 2017 @ 2:09:57 PM

Summary #TU1100102

Service Turbobucks

Ticket TU1100102

Fare Conditions:

Refundable up to 15 minutes prior to Departure

Changeable up to 15 minutes prior to Departure

Select Seating \$10 (space permitting)

50% cancellation fee for groups of 4+ if cancelled within
24 hrs of departure**Baggage:****All routes (except routes listed below)**

25 lbs. Guaranteed

25 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Ganges & Maple Bay

35 lbs. Guaranteed

15 lbs. (space available)

\$1/lb. over 50 lbs.(space available)

Between South Vancouver (YVR), Victoria & Nanaimo
50 lbs. Guaranteed
\$1/lb. over 50 lbs.

Scenic & Packaged Tours Cancellation:
100% cancellation fee if cancelled within 24hrs of departure

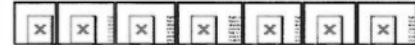
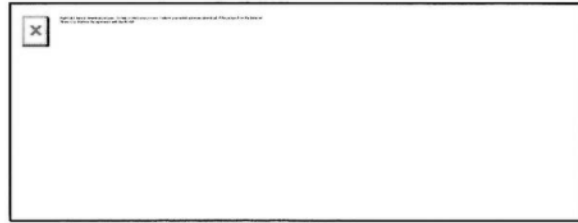
Booking Information

- **Check-in time is 25 minutes prior to departure.** Unclaimed seats may be sold 15 minutes prior to departure. Passengers not checked-in 15 minutes prior to departure may be charged a no-show fee in the full amount of their flight and have return flights cancelled.
- **Please be prepared to show government issued photo identification.** It's required for all passengers 18 years and older.
- Our records indicate that the passenger(s) reserved on the flight(s) is/are **not an Unaccompanied Minor (11 and under)**.
- **Luggage restrictions based on fare booked. Please see Luggage for complete details. All luggage exceeding allowance will be sent on a standby basis and may be subject to excess luggage fees.**
- **The maximum weight per single piece of luggage is 50 pounds.**
- **Wait-listed flights and tours** are considered confirmed when the passenger receives the call; voicemails do not guarantee confirmation. Please contact our reservations department at 1-800-665-0212 at your earliest convenience if you receive a wait-list voicemail.
- **Cancellations:**
 - Please note that flights may experience delays or cancellations due to inclement weather.
 - Scheduled flight group bookings of 4 or more: any cancellations made within 24 hours of departure are subject to a 50% cancellation fee. (For passengers booked on GoGOLD, Flex & Lite/ GoFAST fares are non-refundable)
 - Scenic and packaged tours: any cancellations made within 24 hours of departure are subject to a 100% cancellation fee.
 - Flights departing from or terminating in Maple Bay will stop and/or transfer at Ganges, Salt Spring Island.
- **Aircraft type** specified at time of booking may be subject to change due to operational requirements and is subject to availability.
- **Complimentary shuttle service** (drop-off only) is available at our downtown Vancouver, South Vancouver (YVR), Victoria and Whistler locations.

Thank you for choosing Harbour Air Seaplanes!

Reservations Toll Free: 1-800-665-0212

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Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Tuesday, July 18, 2017 1:53 PM
To: Yap, Joyce JTT:EX
Subject: RE: DM Meeting

Hi Joyce,

Can you get me on a flight tomorrow morning to Victoria. Something that lands by 9am?

Brian
604 660 0220

From: Shatzko, Pam J MIT:EX
Sent: Tuesday, July 18, 2017 1:52 PM
To: Krieger, Brian MIT:EX
Subject: DM Meeting

Hi Brian, DM would like to meet with you tomorrow morning in the Victoria DMO office. Can you make yourself available for 9:30 am?

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Tuesday, July 18, 2017 1:47 PM
To: Yap, Joyce JTT:EX
Subject: RE: Trip report - New Space Conference

Great, thanks Joyce

Brian
604 660 0220

From: Yap, Joyce MIT:EX
Sent: Tuesday, July 18, 2017 1:09 PM
To: Krieger, Brian MIT:EX
Cc: Delaney, Catherine A MIT:EX
Subject: FW: Trip report - New Space Conference

Hi Brian,

Attached, for your review.

Joyce

From: Collier, David MIT:EX
Sent: Tuesday, July 18, 2017 9:27 AM
To: Yap, Joyce MIT:EX
Subject: Trip report - New Space Conference

Good morning Joyce,

Attached is Javed's trip report for his recent visit to the New Space Conference in California in late June.

Best, David

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Thursday, July 20, 2017 6:44 AM
To: Yap, Joyce JTT:EX
Subject: Re: Am flight

Thanks Joyce, see what's available. I'm trying to set up a lunch meeting so coming back at 2:30 or so is idea. If I can only get something earlier I'll pass on lunch.

Brian

Sent from my iPad

> On Jul 19, 2017, at 8:23 PM, Yap, Joyce MIT:EX <Joyce.Yap@gov.bc.ca> wrote:

>

> OK, that's great. I will follow up tomorrow to get you back via downtown as well.

>

> You are already in the waitlist.

>

> Have a good evening!

>

> Joyce

>

>> On Jul 19, 2017, at 8:12 PM, Krieger, Brian MIT:EX <Brian.Krieger@gov.bc.ca> wrote:

>>

>> Hi Joyce,

>>

>> I called Harbour Air and moved my reservation to 7am from downtown. Will leave it with you tomorrow to find a way to get me back.

>>

>> Thanks,

>>

>> Brian

>>

>> Sent from my iPad

Domench, Martin JTT:EX

Subject: Fwd: Minister's Briefing
Location: Room 137

Start: Mon 2017-07-24 10:00 AM
End: Mon 2017-07-24 1:00 PM
Show Time As: Tentative

Recurrence: (none)

Organizer: Mihlar, Fazil JTT:EX

Hi Joyce, can you get me back to Victoria on Monday - maybe 8:30 flight or so?

Brian

Sent from my iPad

Begin forwarded message:

From: "Mihlar, Fazil MIT:EX" <Fazil.Mihlar@gov.bc.ca>
To: "Ritchie, CJ JTST:EX" <CJ.Ritchie@gov.bc.ca>, "Little, Christine SBRT:EX" <Christine.Little@gov.bc.ca>, "Mingay, Rob JTST:EX" <Rob.Mingay@gov.bc.ca>, "Hammond, James MIT:EX" <James.Hammond@gov.bc.ca>, "Krieger, Brian MIT:EX" <Brian.Krieger@gov.bc.ca>, "Morel, David P MTIC:EX" <David.Morel@gov.bc.ca>, "Campbell, Tracy CSCD:EX" <Tracy.Campbell@gov.bc.ca>, "Shatzko, Pam J MIT:EX" <Pam.Shatzko@gov.bc.ca>
Subject: Minister's Briefing

Confirmed.

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Monday, July 24, 2017 8:36 AM
To: Yap, Joyce JTT:EX

Hi Joyce. Can you get me back to Victoria on Thursday for a 10 am meeting. 8.30 flight would be great

Sent from my Samsung Galaxy smartphone.

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Monday, July 24, 2017 3:05 PM
To: Yap, Joyce JTT:EX
Cc: Yang-Mason, Gloria JTT:EX; Delaney, Catherine A JTT:EX
Subject: Travel thursday

Joyce, DMO is setting up a 90 minute briefing with the Minister on Wednesday. Can you work with Pam to find out when it is - then get me over to Victoria. Depending on the timing it may be best to stay over Wednesday night and leave thursday once my other meeting is over. Let me know what you find out.

Brian

Sent from my iPad

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Monday, July 24, 2017 3:07 PM
To: Yap, Joyce JTT:EX
Cc: Yang-Mason, Gloria JTT:EX; Delaney, Catherine A JTT:EX
Subject: Meeting with EDs

Joyce, could you please set up a meeting with the EDs tomorrow sometime in place of our Thursday meeting this week.

Thanks,

Brian

Sent from my iPad

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Monday, July 24, 2017 4:46 PM
To: Yap, Joyce JTT:EX
Subject: RE: Wednesday July 26th - ADDITIONAL Minister's Briefing

Fantastic news

Brian
604 660 0220

From: Yap, Joyce MIT:EX
Sent: Monday, July 24, 2017 4:43 PM
To: Krieger, Brian MIT:EX
Subject: Fwd: Wednesday July 26th - ADDITIONAL Minister's Briefing

FYI. Minister's briefing will be held in Vancouver on Wednesday

I will can your tentative Victoria hotel reservation for Wednesday evening.

Joyce

Begin forwarded message:

From: "Kwan, Shirley JTST:EX" <Shirley.Kwan@gov.bc.ca>
Date: July 24, 2017 at 4:39:01 PM PDT
To: "Purdy, Sheila JTST:EX" <Sheila.Purdy@gov.bc.ca>, "Wempe, Sarah MIT:EX" <Sarah.Wempe@gov.bc.ca>, "Khaira, Sukie JTST:EX" <Sukie.Khaira@gov.bc.ca>, "Yap, Joyce MIT:EX" <Joyce.Yap@gov.bc.ca>, "Rioux, Luke JTST:EX" <Luke.Rioux@gov.bc.ca>, "Albrecht, Christine SBRT:EX" <Christine.Albrecht@gov.bc.ca>, "Furtado, Angelina MTIC:EX" <Angelina.Furtado@gov.bc.ca>, "Hay, Lorna CSCD:EX" <Lorna.Hay@gov.bc.ca>
Cc: "Hourston, Sveah JTST:EX" <Sveah.Hourston@gov.bc.ca>, "Chauvin, Lindsay JTST:EX" <Lindsay.Chauvin@gov.bc.ca>, "Tan, Alyson MIT:EX" <Alyson.Tan@gov.bc.ca>
Subject: Wednesday July 26th - ADDITIONAL Minister's Briefing

Hello Everyone,

I've been advised all Executive staff will need to travel to Vancouver for the additional Minister's briefing from 9:30am to 4pm. I will send out a calendar invite shortly.

Shirley

Domench, Martin JTT:EX

From: Krieger, Brian JTT:EX
Sent: Tuesday, July 25, 2017 8:43 AM
To: Yap, Joyce JTT:EX
Subject: thursdays

Hi Joyce,

For the next 6 weeks on Thursdays, could you book me over to Victoria on the 8:30 flight for meetings, coming back around 4.

Thanks,

Brian