

**From:** [Nankivell, Nathan JTT:EX](#)  
**To:** [Brownsey, Silas JTT:EX](#); [Carswell, Emma JTT:EX](#)  
**Cc:** [Lewthwaite, Jennifer JTT:EX](#); [Cowden, Samantha JTT:EX](#)  
**Subject:** the PIB IBC Opus- s.12; s.13; s.17  
**Date:** December 12, 2019 7:48:49 PM  
**Attachments:** s.12; s.13; s.17

---

Hi,

s.12; s.13; s.17

s.13

s.13

with Jo and crew and Amy.

Thanks

N

If we're good with this, I'll share

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s.12; s.13; s.17

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s.13; s.12; s.17

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s.12; s.13; s.17

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s.13; s.12; s.17

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Withheld pursuant to/removed as

s.12; s.13; s.17

**From:** [Brownsey, Silas JTT:EX](#)  
**To:** [Mihlar, Fazil JTT:EX](#)  
**Subject:** Tech and Innovation Portfolio - 12.02.19.pptx  
**Date:** November 27, 2019 5:53:00 PM  
**Attachments:** [Tech and Innovation Portfolio - 12.02.19.pptx](#)

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Here's what I'm proposing for Monday. Will walk in a binder with reference material, and use this ppt to guide discussion.

Happy to take any suggestions from your end.

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Withheld pursuant to/removed as

s.13



**From:** [Nankivell, Nathan JTT:EX](#)  
**To:** [Brownsey, Silas JTT:EX](#); [Carswell, Emma JTT:EX](#)  
**Subject:** RE:s.12; s.13; s.17  
**Date:** December 4, 2019 9:23:20 PM  
**Attachments:** s.12; s.13; s.17

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Update attached. s.12; s.13; s.17

s.12; s.13; s.17

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**From:** Brownsey, Silas JTT:EX  
**Sent:** Wednesday, December 4, 2019 6:51 PM  
**To:** Nankivell, Nathan JTT:EX; Carswell, Emma JTT:EX  
**Subject:**s.12; s.13; s.17

My edits. Mostly comments/questions in the attached. Tried my best to poke holes.

Let's pivot and engage our finance folks now.

Nice work – onward.

Silas

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s.12; s.13; s.17

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s.13; s.12; s.17

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Withheld pursuant to/removed as

s.12; s.13; s.17


**From:** [Brownsey, Silas JTT:EX](#)  
**To:** [Nankivell, Nathan JTT:EX](#)  
**Subject:** s.13  
**Date:** November 26, 2019 3:35:00 PM  
**Attachments:** s.13

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Withheld pursuant to/removed as

s.13

**From:** [Nankivell, Nathan JTT:EX](#)  
**To:** [Brownsey, Silas JTT:EX](#); [Carswell, Emma JTT:EX](#)  
**Cc:** [Lewthwaite, Jennifer JTT:EX](#)  
**Subject:** s.12; s.13; s.17  
**Date:** December 9, 2019 9:44:19 PM  
**Attachments:** s.12; s.13; s.17 

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s.12; s.13; s.17

Thanks

N

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s.12; s.13; s.17



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s.13; s.17; s.12

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Withheld pursuant to/removed as

s.12; s.13; s.17

**From:** [Brownsey, Silas JTT:EX](#)  
**To:** [Nankivell, Nathan JTT:EX](#)  
**Subject:** s.12: s.13: s.17  
**Date:** November 29, 2019 1:21:00 PM  
**Attachments:** s.12; s.13; s.17

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This is where I got to last night.

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Withheld pursuant to/removed as

s.12; s.13; s.17

**From:** [Brownsey, Silas JTT:EX](#)  
**To:** [Nankivell, Nathan JTT:EX](#); [Carswell, Emma JTT:EX](#)  
**Subject:** S.12: S.13: S.17  
**Date:** December 4, 2019 6:51:00 PM  
**Attachments:** S.12: S.13: S.17

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My edits. Mostly comments/questions in the attached. Tried my best to poke holes.

Let's pivot and engage our finance folks now.

Nice work – onward.

Silas

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s.12; s.13; s.17

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s.13; s.17; s.12

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Withheld pursuant to/removed as

s.12; s.13; s.17



**From:** [Nankivell, Nathan JTT:EX](#)  
**To:** [Brownsey, Silas JTT:EX](#)  
**Cc:** [Carswell, Emma JTT:EX](#); [Lewthwaite, Jennifer JTT:EX](#)  
**Subject:** s.12; s.13 )  
**Date:** November 17, 2019 9:13:03 PM  
**Attachments:** s.12; s.13

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Hi Silas,  
First cut at a doc outlining the s.13  
Thanks  
N

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s.12; s.13

**From:** [Nankivell, Nathan JTT:EX](#)  
**To:** [White, Joanna JTT:EX](#); [Urquhart, Brian JTT:EX](#)  
**Cc:** [Carswell, Emma JTT:EX](#); [Merkel, Carla JTT:EX](#); [Brownsey, Silas JTT:EX](#)  
**Subject:** s.12; s.13; s.17  
**Date:** December 20, 2019 12:53:13 PM  
**Attachments:** s.12; s.13; s.17

---

Hi All,

My apologies for my delay in getting this back to you. s.12; s.13; s.17

s.12; s.13; s.17

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|  
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Thanks

N

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Withheld pursuant to/removed as

s.12; s.13; s.17

**From:** [Brownsey, Silas JTT:EX](#)  
**To:** [Mihlar, Fazil JTT:EX](#)  
**Cc:** [Jang, Monica JTT:EX](#); [Lewthwaite, Jennifer JTT:EX](#)  
**Subject:** CONFIDENTIAL -s.13  
**Date:** November 13, 2019 4:18:00 PM  
**Attachments:** s.13

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More plane reading...

This is as far as I have got.<sup>s.13</sup> , as well as  
the basis for the working session with MBR.

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s.13

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Withheld pursuant to/removed as

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s.13; s.12; s.17



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Withheld pursuant to/removed as

s.12; s.13; s.17

## Swan, Jim L MAH:EX

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**From:** Merkel, Carla JTT:EX  
**Sent:** December 16, 2019 8:40 AM  
**To:** Ferreira, Corinne D JTT:EX  
**Subject:** s.12; s.13; s.17  
**Attachments:**

**Categories:** Orange category

If you can have a quick read before our meeting this aft.

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**From:** Nankivell, Nathan JTT:EX  
**Sent:** December 13, 2019 5:23 PM  
**To:** White, Joanna MAH:EX ; Urquhart, Brian JTT:EX ; Merkel, Carla JTT:EX  
**Cc:** Carswell, Emma JTT:EX ; Lewthwaite, Jennifer JTT:EX  
**Subject:** s.12; s.13; s.17

Hi All,

We now have a sub that Silas is good with. Hoping to now get your critical feedback and edits. Some FYIs:

- s.12; s.13
- Will be sharing with Amy and Selena for input and feedback.

Perhaps we can reconnect next week and review it if you're available

Thanks

N

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s.12; s.13; s.17

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s.13; s.12; s.17

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Withheld pursuant to/removed as

s.12; s.13; s.17

## Swan, Jim L MAH:EX

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**From:** Merkel, Carla JTT:EX  
**Sent:** December 4, 2019 4:36 PM  
**To:** Ferreira, Corinne D JTT:EX  
**Subject:** FW: TBS sub  
**Attachments:** s.12; s.13; s.17

fyi

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**From:** Nankivell, Nathan JTT:EX  
**Sent:** December 4, 2019 3:38 PM  
**To:** Merkel, Carla JTT:EX ; Urquhart, Brian JTT:EX  
**Cc:** White, Joanna MAH:EX ; Carswell, Emma JTT:EX  
**Subject:** RE: TBS sub

Here's where we were as of last night. Getting Silas' feedback later today so likely another update coming.

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**From:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Sent:** December 4, 2019 12:04 PM  
**To:** Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>; Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Cc:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** RE: TBS sub

Hi Nathan, Is it possible to get a draft of the sub so we can have a quick review? Otherwise can you provide an overview of the proposal so we have some additional context and background info prior to the meeting?

Thanks,  
Carla

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**From:** Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>  
**Sent:** December 3, 2019 9:58 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>; Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Cc:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>; Cowden, Samantha JTT:EX <[Samantha.Cowden@gov.bc.ca](mailto:Samantha.Cowden@gov.bc.ca)>; Carswell, Emma JTT:EX

<Emma.Carswell@gov.bc.ca>

**Subject:** TBS sub

Hi,

Hoping we can get some time with you to walk through <sup>s.12; s.13; s.17</sup> Silas is doing a final review of the current draft this week and then we wanted to get your feedback and advice on a number of things before engaging TBS. Is that generally within the realms of the possible?

Thanks in advance!

N

**Contract Commitment Details**
**2019/20**

Supplier Name and Description	Contract Number	Commitment Amount	YTD Actuals	Outstanding Hard Commitments FY20	Comments
<b>Operational Contracts - STOB 60</b>					
				-	
				-	
				-	
				-	
				-	
				-	
				-	
<b>Total Operational Contracts - STOB 60</b>		-	-	-	This total auto populates into the Forecast tab, in Hard Commitments
<b>Advisory Contracts - STOB 61</b>					
**Nothing entered in the system as of July 31st				-	
				-	
				-	
				-	
<b>Total Advisory Contracts - STOB 61</b>		-	-	-	This total auto populates into the Forecast tab, in Hard Commitments
<b>Transfers under Agreement - STOB 80</b>					
				-	
				-	
				-	
<b>Total Transfers under Agreement - STOB 80</b>		-	-	-	This total auto populates into the Forecast tab, in Hard Commitments



Salary Forecast to Year End as of:  
Pay Periods remaining to Mar 31/20:

**August 30, 2019**  
**15.2**

Staff Profile						FTE	STOB 50 FY20		STOB 51 FY20	STOB 50 FY21	Details and Adjustments
Title	Position ID	Name	BIWKLY STOB 50	BIWKLY STOB 51	Pay Periods to FYE	FTE	Year to Date (Actuals)	Remainder of year	Remainder of year	Full Year Forecast	Comments
Innovation Commissioner											
Paylist: 125-5552											
								-	-	-	
Exec Dir, Research & Innov	00088091	Armour, Ken	S.22			1.0	S.22				
Director	00118674	Black, Marc				1.0					
Executive Admin Asst	00018150	Blackstock, Sara				1.0					
Senior Program Analyst AO27	00117627	Chwist, Tamara				-					s.13; s.22
Band 3		Chwist, Tamara									
Innovation Commissioner	00117657	Winter, Alan				1.0					
								-	-	-	
CO OP Sept - Dec		Not to be filled				-		-	-	-	
						-		-	-	-	
<b>TOTAL ADMO</b>						<b>4.0</b>	<b>-</b>	<b>327,300.54</b>	<b>-</b>	<b>641,127</b>	

Forecast as of: August 31, 2019

Program Area Name: Innovation Commissioner

Responsibility/Service Line

# of months remaining:

51602.20491

7

Contact Name: Ken Armour

Contact Phone:

STOB Description	STOB	Annual Budget	2	3	4	5 = 2+3+4	6 = 1-5	7	8 = 7-5	Explanations/Comments Required for all material variances
			YTD Actuals	Outstanding Hard Commitments	Outstanding Soft Commitments	Full year Forecast	Remaining Balance (over)/under	Prior Month Forecast	Change from prior month forecast (over)/under	
Base Salaries	50	570,000	228,022	327,301	11,106	566,429	3,571	581,814	15,385	s.13
Supplementary Costs	51			0		0	0	0	0	
Employee Benefits	52	145,000	57,918	83,134	2,821	143,873	1,127	147,781	3,907	
Legislative Salaries	54					0	0	0	0	
<b>Salaries/Benefits Total</b>		<b>715,000</b>	<b>285,940</b>	<b>410,435</b>	<b>13,927</b>	<b>710,302</b>	<b>4,698</b>	<b>729,595</b>	<b>19,292</b>	
Boards, Commissions	55					0	0	0	0	
Travel	57	110,000	33,428		106,572	140,000	-30,000	140,000	0	
Centralized Support Services	59	0				0	0	0	0	
Operational Contracts	60	0				0	0	0	0	
Advisory Contracts	61	150,000		60,000		60,000	90,000	60,000	0	
Systems	63	8,000	1,587		2,222	3,809	4,191	8,000	4,191	
Office and Business	65	21,000	2,990		18,010	21,000	0	21,000	0	
Advertising	67					0	0	0	0	
Statutory Notices	68					0	0	0	0	
Utilities, Materials	69					0	0	0	0	
Operating Equipment	70	0				0	0	0	0	
Amortization	73					0	0	0	0	
Gain/Loss on Disposal	74					0	0	0	0	
Building Occupancy	75					0	0	0	0	
<b>Operating Costs Total</b>		<b>289,000</b>	<b>38,005</b>	<b>60,000</b>	<b>126,804</b>	<b>224,809</b>	<b>64,191</b>	<b>229,000</b>	<b>4,191</b>	
Grants	77					0	0	0	0	
Transfers - Entitlements	79					0	0	0	0	
Transfers under Agreement	80					0	0	0	0	
<b>Government Transfers Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Legislative Assembly	82					0	0	0	0	
Interest Costs	84					0	0	0	0	
Other Expenses	85	0				0	0	0	0	
<b>Other Expenditures Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Recoveries btwn Votes, etc.	86					0	0	0	0	
Recoveries within CRF	88					0	0	0	0	
Recoveries - within GRE	89					0	0	0	0	
Recoveries - external to GRE	90					0	0	0	0	
<b>Recoveries Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>TOTAL</b>		<b>1,004,000</b>	<b>323,945</b>	<b>470,435</b>	<b>140,731</b>	<b>935,111</b>	<b>68,889</b>	<b>958,595</b>	<b>23,484</b>	

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Withheld pursuant to/removed as

s.12; s.13; s.17

## Swan, Jim L MAH:EX

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**From:** Urquhart, Brian JTT:EX  
**Sent:** November 5, 2019 11:14 AM  
**To:** Campbell, Tracy JTT:EX  
**Cc:** Merkel, Carla JTT:EX; Lord, Michael JTT:EX; Genzale, Morgan JTT:EX  
**Subject:** RE: Fiscal 2020/21 Budget Analysis  
**Attachments:** s.13; s.17

Great thank you. The draft spreadsheet is attached. Here is a brief summary of how we structured the analysis:

s.13; s.17

Please note that there are some confidential assumptions included in the attached.

We'll touch base with Morgan to organize a time to meet.

Thanks!

### **Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Campbell, Tracy JTT:EX  
**Sent:** November 5, 2019 10:54 AM  
**To:** Urquhart, Brian JTT:EX  
**Cc:** Merkel, Carla JTT:EX ; Lord, Michael JTT:EX ; Genzale, Morgan JTT:EX  
**Subject:** RE: Fiscal 2020/21 Budget Analysis

Sure. I'm back in Vic tomorrow and Thursday. Will you be providing materials in advance so I have time to review to ensure productive conversation?

Looping in Morgan.

---

**From:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>

**Sent:** November 5, 2019 10:50 AM

**To:** Campbell, Tracy JTT:EX <[Tracy.Campbell@gov.bc.ca](mailto:Tracy.Campbell@gov.bc.ca)>

**Cc:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>; Lord, Michael JTT:EX <[Michael.Lord@gov.bc.ca](mailto:Michael.Lord@gov.bc.ca)>

**Subject:** Fiscal 2020/21 Budget Analysis

Good morning Tracy,

We have been asked to undertake an internal exercise to determine whether it would be possible<sup>s.13; s.17</sup>  
s.13; s.17

Do you have ½ an hour this week to meet with Carla and I to discuss?

Thank you,

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer

Ministry of Jobs, Trade and Technology, and

Ministry of Labour

800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

**Swan, Jim L MAH:EX**

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**From:** Merkel, Carla JTT:EX  
**Sent:** September 24, 2019 9:39 AM  
**To:** Urquhart, Brian JTT:EX  
**Subject:** RE: IC Budget Forecast

Sounds good –s.13; s.17

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** Tuesday, September 24, 2019 9:37 AM  
**To:** Merkel, Carla JTT:EX  
**Subject:** FW: IC Budget Forecast

Hi Carla,

s.13; s.17

Thanks,

B

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

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**From:** Blackstock, Sara JTT:EX  
**Sent:** September 23, 2019 2:45 PM  
**To:** Armour, Ken JTT:EX ; Urquhart, Brian JTT:EX  
**Cc:** Merkel, Carla JTT:EX  
**Subject:** RE: IC Budget Forecast

Hi Brian,

Here is the high level breakdown for travel:

When	Where	Cost
	Europe	s.17
Sept 19/20	Vancouver	
23-Sep	Nanaimo	
Sept 25/26	Vancouver	
Oct 1-4	Seattle	
Oct 8-10	Ottawa/Toronto	
Oct 16/17	Vancouver	
Oct 17/18	Ft. St John	
Oct 22-23	Vanderhoof	
Oct 28-30	LA	
Oct 30 - Nov 1	Van	
Nov 9-19	Asia	
Nov 28/29	Vancouver	
Dec 12/13	Vancouver	
Jan 6-9	Ottawa/Toronto	
Jan-20	Vancouver	
Jan 20-30	Prince George	
Feb-20	Vancouver	
Mar-20	Van	
Mar-20	Van	

Please feel free to let me know if you have any questions. These numbers are on predictions not actual costs. Any costs for in-country hospitality or other BEA/Sundry expenses are not included in this total as they fall under Stob 65.

*Cheers,*

***Sara Blackstock***

***Executive Administrative Assistant to Innovation Commissioner Alan Winter***

***Innovation Commissioner's Office | Ministry of Jobs, Trade, and Technology***

***Direct: 778 974-5507***

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**From:** Armour, Ken JTT:EX  
**Sent:** September 23, 2019 2:02 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Cc:** Blackstock, Sara JTT:EX <[Sara.Blackstock@gov.bc.ca](mailto:Sara.Blackstock@gov.bc.ca)>; Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Subject:** Re: IC Budget Forecast

Hi Brian,

The lack of a co-op is included in this. A co-op would have come from other STOBs and reduced us more. Sara can speak to the travel.<sup>s.13; s.17</sup>  
s.13; s.17 Ken

Sent from my iPhone

On Sep 23, 2019, at 1:57 PM, Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)> wrote:

Hi Ken and Sara,

Thank you very much for working through this with us. I have a few questions/comments for follow-up:

- Salaries – Last week you mentioned there were some savings related to a co-op position. Is that still expected to occur? If so we should include that in the list below.
- Travel – Could you please provide a high level breakdown of<sup>s.17</sup> forecasted in travel (i.e. November Asia trip = \_\_\_\_, December Vancouver = \_\_\_\_, etc.)
- Advisory Contracts –s.13; s.17  
s.13; s.17

s.13; s.17

Please let us know,

Thank you!

Brian

**Brian Urquhart, CPA, CA**  
Executive Director and Chief Financial Officer



**From:** Armour, Ken JTT:EX  
**Sent:** September 23, 2019 1:24 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Cc:** Blackstock, Sara JTT:EX <[Sara.Blackstock@gov.bc.ca](mailto:Sara.Blackstock@gov.bc.ca)>  
**Subject:** IC Budget Forecast

Hi Brian,

Following is our forecast for our main variable STOBs for the rest of the year.<sup>s.13; s.17</sup>  
<sup>s.13; s.17</sup>

Thanks, Ken

Sent from my iPhone

Begin forwarded message:

**From:** "Blackstock, Sara JTT:EX" <[Sara.Blackstock@gov.bc.ca](mailto:Sara.Blackstock@gov.bc.ca)>  
**Date:** September 23, 2019 at 1:10:19 PM PDT  
**To:** "Armour, Ken JTT:EX" <[Ken.Armour@gov.bc.ca](mailto:Ken.Armour@gov.bc.ca)>  
**Subject:** Budget Notes

Hi Ken,  
Here are the budget findings as requested:

**Stob 57 Travel**

Budgeted: \$140,000.00

<sup>s.17</sup>

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**Stob 63 Systems (cellphones, computers etc)**

Budgeted: \$8,000.00

<sup>s.17</sup>

s.17

**Stob 65 Office and Business (BEA's, Sundry, Conferences, Taxi's, office supplies, Etc.)**

Budgeted: \$21,000.00

s.17

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**Stob 61 Advisory Contracts**

Budgeted: \$120,000.00

s.17

Please let me know if you need more info.

*Cheers,*

***Sara Blackstock***

***Executive Administrative Assistant to Innovation Commissioner Alan Winter***

***Innovation Commissioner's Office | Ministry of Jobs, Trade, and Technology***

***Direct: 778 974-5507***

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Withheld pursuant to/removed as

s.12; s.13; s.17

## Swan, Jim L MAH:EX

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**From:** Merkel, Carla JTT:EX  
**Sent:** December 17, 2019 3:28 PM  
**To:** Urquhart, Brian JTT:EX  
**Cc:** White, Joanna MAH:EX  
**Subject:** RE:s.12; s.13; s.17  
**Attachments:** Attachment 2 .s.12; s.13; s.17

**Categories:** Orange category

Actually per the attached spreadsheet per the review s.12; s.13; s.17  
s.12; s.13; s.17

. Realistically the entire

---

**From:** Merkel, Carla JTT:EX  
**Sent:** December 17, 2019 3:22 PM  
**To:** Urquhart, Brian JTT:EX  
**Cc:** White, Joanna MAH:EX  
**Subject:** RE: s.12; s.13; s.17

The s.13; was identified as amounts that could be reprofiled to other ministry priorities as part of the Strategic Reinvestment review in 2018/19. s.13; s.17  
s.13; s.17

---

**From:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Sent:** December 17, 2019 2:57 PM  
**To:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Cc:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** FW:s.12; s.13; s.17

Thanks Carla, looks like per the budget letter that we got \$1.2m in 18/19 and \$1.2m in 19/20.

- s.13; s.17
- 

Thanks!

B

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer

Ministry of Jobs, Trade and Technology, and

Ministry of Labour

800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>

**Sent:** December 17, 2019 2:47 PM

**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>

**Subject:** s.12; s.13; s.17, ,

s.12; s.13; s.17

Approval was received via budget letter of \$1.2M/year

**Swan, Jim L MAH:EX**

---

**From:** Merkel, Carla JTT:EX  
**Sent:** October 29, 2019 11:32 AM  
**To:** Urquhart, Brian JTT:EX  
**Subject:** RE:s.13; s.17

s.13; s.17

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** Tuesday, October 29, 2019 11:31 AM  
**To:** Merkel, Carla JTT:EX  
**Subject:** RE:s.13; s.17

s.13; s.17

B

**Brian Urquhart, CPA, CA**  
Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Merkel, Carla JTT:EX  
**Sent:** October 29, 2019 11:28 AM  
**To:** Urquhart, Brian JTT:EX  
**Subject:** RE:s.13; s.17

s.13; s.17

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** Tuesday, October 29, 2019 11:27 AM  
**To:** Merkel, Carla JTT:EX  
**Subject:** RE:s.13; s.17

Hi Carla,

I let Michael know we were close to being ready to go over this with him and that it would require exec discussion and commitment. s.13; s.17  
s.13; s.17

Could we show the impact of this by way of an additional very high level summary table. For example ....

	Surplus / Deficit	Notes
2020/21	s.13; s.17	Per spreadsheet
2021/22		s.13; s.17
Ongoing		

There may be a better way to show this, lets discuss tomorrow.

Thanks!

B

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>

**Sent:** October 22, 2019 10:37 AM

**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>

**Subject:** RE:s.13; s.17

Sure you want me to come by now?

---

**From:** Urquhart, Brian JTT:EX

**Sent:** Tuesday, October 22, 2019 10:36 AM

**To:** Merkel, Carla JTT:EX

**Subject:** RE: s.13; s.17

Hi Carla,

Nice work on this, thank you! Let's chat more in person about what this analysis is indicating. Here are a few specific thoughts for consideration:

IIT

- s.13; s.17

Other

- 
- 
- 

Thanks again! Please swing by when convenient.

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>

**Sent:** October 18, 2019 3:08 PM

**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>

**Subject:** s.13; s.17

s.13

Let me know if you want to discuss today.



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Withheld pursuant to/removed as

s.13; s.17

**Swan, Jim L MAH:EX**

---

**From:** Merkel, Carla JTT:EX  
**Sent:** October 30, 2019 10:26 AM  
**To:** Urquhart, Brian JTT:EX  
**Subject:** Savings Exercise FY21  
**Attachments:** s.13; s.17

Hi Brian,

Attached is the updated savings exercise for FY21 to see whether we would potentially have the ability s.13; s.17

The document shows the following:

s.13; s.17

Thanks,  
Carla

## Swan, Jim L MAH:EX

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** September 24, 2019 5:39 PM  
**To:** Lord, Michael JTT:EX  
**Subject:** RE: Innovation Commissioner Budget - Travel

Thanks, I will send it to him and Monica and cc you in the AM

### Brian Urquhart, CPA, CA

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Lord, Michael JTT:EX  
**Sent:** September 24, 2019 9:44 AM  
**To:** Urquhart, Brian JTT:EX <Brian.Urquhart@gov.bc.ca>  
**Subject:** RE: Innovation Commissioner Budget - Travel

This is good. I'm happy with what they are contributing, and yes, lets share info with Fazil.

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** September 24, 2019 9:42 AM  
**To:** Lord, Michael JTT:EX <[Michael.Lord@gov.bc.ca](mailto:Michael.Lord@gov.bc.ca)>  
**Subject:** Innovation Commissioner Budget - Travel

Hi Michael,

s.13; s.17

Cheers,

B

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

**From:** Blackstock, Sara JTT:EX

**Sent:** September 23, 2019 2:45 PM

**To:** Armour, Ken JTT:EX <Ken.Armour@gov.bc.ca>; Urquhart, Brian JTT:EX <Brian.Urquhart@gov.bc.ca>

**Cc:** Merkel, Carla JTT:EX <Carla.Merkel@gov.bc.ca>

**Subject:** RE: IC Budget Forecast

Hi Brian,

Here is the high level breakdown for travel:

When	Where	Cost
	Europe	s.17
Sept 19/20	Vancouver	
23-Sep	Nanaimo	
Sept 25/26	Vancouver	
Oct 1-4	Seattle	
Oct 8-10	Ottawa/Toronto	
Oct 16/17	Vancouver	
Oct 17/18	Ft. St John	
Oct 22-23	Vanderhoof	
Oct 28-30	LA	
Oct 30 - Nov 1	Van	
Nov 9-19	Asia	
Nov 28/29	Vancouver	
Dec 12/13	Vancouver	
Jan 6-9	Ottawa/Toronto	
Jan-20	Vancouver	
Jan 20-30	Prince George	

Feb-20	Vancouver	s.17
Mar-20	Van	
Mar-20	Van	

Please feel free to let me know if you have any questions. These numbers are on predictions not actual costs. Any costs for in-country hospitality or other BEA/Sundry expenses are not included in this total as they fall under Stob 65.

*Cheers,*

**Sara Blackstock**

*Executive Administrative Assistant to Innovation Commissioner Alan Winter*

*Innovation Commissioner's Office | Ministry of Jobs, Trade, and Technology*

**Direct:** 778 974-5507

---

**From:** Armour, Ken JTT:EX  
**Sent:** September 23, 2019 2:02 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Cc:** Blackstock, Sara JTT:EX <[Sara.Blackstock@gov.bc.ca](mailto:Sara.Blackstock@gov.bc.ca)>; Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Subject:** Re: IC Budget Forecast

Hi Brian,

The lack of a co-op is included in this. A co-op would have come from other STOBs and reduced us more. Sara can speak to the travel.<sup>s.13; s.17</sup>  
 s.13; s.17 Ken

Sent from my iPhone

On Sep 23, 2019, at 1:57 PM, Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)> wrote:

Hi Ken and Sara,

Thank you very much for working through this with us. I have a few questions/comments for follow-up:

- Salaries – Last week you mentioned there were some savings related to a co-op position. Is that still expected to occur? If so we should include that in the list below.
- Travel – Could you please provide a high level breakdown of the s.17 forecasted in travel (i.e. November Asia trip = \_\_\_\_, December Vancouver = \_\_\_\_, etc.)
- Advisory Contracts –s.13; s.17  
s.13; s.17

s.13; s.17

Please let us know,

Thank you!

Brian

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Armour, Ken JTT:EX

**Sent:** September 23, 2019 1:24 PM

**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>

**Cc:** Blackstock, Sara JTT:EX <[Sara.Blackstock@gov.bc.ca](mailto:Sara.Blackstock@gov.bc.ca)>

**Subject:** IC Budget Forecast

Hi Brian,

Following is our forecast for our main variable STOBs for the rest of the year. In total, we are projecting s.13; s.17  
s.13; s.17 \$16k contingency?

Thanks, Ken

Sent from my iPhone

Begin forwarded message:

**From:** "Blackstock, Sara JTT:EX" <Sara.Blackstock@gov.bc.ca>

**Date:** September 23, 2019 at 1:10:19 PM PDT

**To:** "Armour, Ken JTT:EX" <Ken.Armour@gov.bc.ca>

**Subject: Budget Notes**

Hi Ken,

Here are the budget findings as requested:

**Stob 57 Travel**

Budgeted: \$140,000.00

s.17

**Stob 63 Systems (cellphones, computers etc)**

Budgeted: \$8,000.00

s.17

**Stob 65 Office and Business (BEA's, Sundry, Conferences, Taxi's, office supplies, Etc.)**

Budgeted: \$21,000.00

s.17

**Stob 61 Advisory Contracts**

Budgeted: \$120,000.00

s.17

Please let me know if you need more info.

*Cheers,*

***Sara Blackstock***

***Executive Administrative Assistant to Innovation Commissioner Alan Winter***

***Innovation Commissioner's Office | Ministry of Jobs, Trade, and Technology***

***Direct: 778 974-5507***



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Withheld pursuant to/removed as

s.12; s.13; s.17

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Withheld pursuant to/removed as

s.13; s.17; s.12

Page 281 of 351 to/à Page 282 of 351

Withheld pursuant to/removed as

s.12; s.13; s.17

Page 283 of 351

Withheld pursuant to/removed as

s.17; s.12; s.13

Page 284 of 351

Withheld pursuant to/removed as

s.13; s.12; s.17

Page 285 of 351 to/à Page 303 of 351

Withheld pursuant to/removed as

s.12; s.13; s.17

Page 304 of 351

Withheld pursuant to/removed as

s.13; s.12; s.17

Page 305 of 351 to/à Page 306 of 351

Withheld pursuant to/removed as

s.12; s.13; s.17



**Swan, Jim L MAH:EX**

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** October 8, 2019 3:41 PM  
**To:** Merkel, Carla JTT:EX  
**Subject:** RE: Program funda Under Management

Yes good idea, I think that would be prudent

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Merkel, Carla JTT:EX  
**Sent:** October 8, 2019 3:41 PM  
**To:** Urquhart, Brian JTT:EX  
**Subject:** RE: Program funda Under Management

Yes – Corinne’ s finalizing the ESS annualized forecast as part of this.

s.13

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** Tuesday, October 8, 2019 3:38 PM  
**To:** Merkel, Carla JTT:EX  
**Subject:** RE: Program funda Under Management

Gotcha thanks. This reminds me of Silas’ request to identify<sup>s.13; s.17</sup>  
s.13; s.17

Thanks!

B

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Merkel, Carla JTT:EX  
**Sent:** October 8, 2019 3:34 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Subject:** RE: Program funda Under Management

Not officially - they let them know that it was looking positive but noted there are still some details to work out (timing and extension of the agreement). They wanted to confirm the larger funding ask for their plan first before signalling definitively that they can spend it.....That's why my response to them was so generic.

---

**From:** Urquhart, Brian JTT:EX  
**Sent:** Tuesday, October 8, 2019 3:14 PM  
**To:** Merkel, Carla JTT:EX  
**Subject:** RE: Program funda Under Management

Thank you. Has Nathan let them know about s.13; s.17 that they can spend next fiscal?

B

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

---

**From:** Merkel, Carla JTT:EX  
**Sent:** October 8, 2019 3:09 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Subject:** FW: Program funda Under Management

FYI

---

**From:** Merkel, Carla JTT:EX  
**Sent:** Tuesday, October 8, 2019 3:08 PM  
**To:** 'Jennie Choboter'

**Cc:** Anna Biesiada-Panas; Nankivell, Nathan JTT:EX  
**Subject:** RE: Program funda Under Management

Apologies Jennie, I forgot that there was<sup>s.13; s.17</sup>  
s.13; s.17

---

**From:** Jennie Choboter [<mailto:jchoboter@innovatebc.ca>]  
**Sent:** Tuesday, October 8, 2019 2:32 PM  
**To:** Merkel, Carla JTT:EX  
**Cc:** Anna Biesiada-Panas; Nankivell, Nathan JTT:EX  
**Subject:** RE: Program funda Under Management

Thanks Carla for the quick response.<sup>s.13; s.17</sup>

Jennie Choboter  
CFO

Innovate BC  
Office: 604 602 5206 | Cell: 604 832 1888  
Suite 900, 1188 West Georgia St.  
Vancouver, BC  
[innovatebc.ca](http://innovatebc.ca)

---

**From:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Sent:** October 7, 2019 11:14 AM  
**To:** Jennie Choboter <[jchoboter@innovatebc.ca](mailto:jchoboter@innovatebc.ca)>  
**Cc:** Anna Biesiada-Panas <[apanas@innovatebc.ca](mailto:apanas@innovatebc.ca)>; Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>  
**Subject:** RE: Program funda Under Management

Hi Jennie,

I don't see any concerns with you requesting<sup>s.13; s.17</sup>  
s.13; s.17  
s.13; s.17

Nathan's group will touch base with when we have further details.

Thanks,  
Carla

---

**From:** Jennie Choboter [<mailto:jchoboter@innovatebc.ca>]  
**Sent:** Monday, October 7, 2019 7:56 AM  
**To:** Merkel, Carla JTT:EX  
**Cc:** Anna Biesiada-Panas  
**Subject:** Program funda Under Management

Carla

s.13

Please advise

**Jennie Choboter**  
CFO

Innovate BC  
Office: 604 602 5206 | Cell: 604 832 1888  
Suite 900, 1188 West Georgia St.  
Vancouver, BC  
[innovatebc.ca](http://innovatebc.ca)

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Withheld pursuant to/removed as

DUPLICATE

**From:** [White, Joanna MAH:EX](#)  
**To:** [Urquhart, Brian JTT:EX](#)  
**Cc:** [Merkel, Carla JTT:EX](#)  
**Subject:** FW: Expense Reports from Nov 12  
**Date:** December 16, 2019 1:54:00 PM

---

Just an FYI – both did only claim lunch

---

**From:** Hardy, Chris JTT:EX <[Chris.Hardy@gov.bc.ca](mailto:Chris.Hardy@gov.bc.ca)>  
**Sent:** December 16, 2019 1:11 PM  
**To:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** RE: Expense Reports from Nov 12

Hey Jo,

Both Alan and Tamara only claimed a Lunch per diem on Nov 12. I have attached the expense reports, in case you needed them

Chris Hardy  
A/Manager, Financial Operations  
Management Services Division  
Economy Sector (MAH – JTT – TAC - LBR)  
Phone: (778) 698-5205 | Fax: (250) 387-2815

---

**From:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Sent:** December 16, 2019 12:51 PM  
**To:** Hardy, Chris JTT:EX <[Chris.Hardy@gov.bc.ca](mailto:Chris.Hardy@gov.bc.ca)>  
**Subject:** Expense Reports from Nov 12

Hi Chris,

Are you able to go in and review approved expense reports. Specifically I'm hoping to get confirmation of whether Alan Winter and Tamara Chwist claimed a dinner per diem for Nov 12 on their trip to Asia – they were in Singapore that day. Unfortunately I do not know the claim numbers.

Thanks,

Jo.



**Joanna White**  
A/Assistant Deputy Minister & Executive Financial Officer  
Management Services Division  
Ministry of Jobs, Trade & Technology | Ministry of Labour  
778-698-3382

**From:** [White, Joanna JTT:EX](#)  
**To:** [Merkel, Carla JTT:EX](#)  
**Cc:** [Urquhart, Brian JTT:EX](#)  
**Subject:** s.12; s.13; s.17  
**Date:** December 24, 2019 1:41:00 PM  
**Attachments:** s.12; s.13; s.17

---

Some thoughts for us to discuss on Friday.

Happy holidays

Jo.

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Withheld pursuant to/removed as

s.12; s.13; s.17



**From:** [Pettit, Karen MAH:EX](#)  
**To:** [White, Joanna MAH:EX](#)  
**Subject:** Innovation commission -s.13  
**Date:** December 13, 2019 10:34:56 AM

---

Hi Jo. As you may know, Alan Winter will be ending his term in early February 2020. It's my understanding in a conversation with Ken Armour yesterday.s.13

s.13

-

Ken is interested in connecting with you to explore this further. I will have him connect with your directly.

Regards, Karen

Sent from my iPhone

**From:** [White, Joanna MAH:EX](#)  
**To:** [Lewthwaite, Jennifer JTT:EX](#)  
**Subject:** Innovation Commission  
**Date:** December 16, 2019 1:32:00 PM

---

Hello,

I had a quick chat with Silas on Friday afternoon s.13 He said you were managing it – I had indicated I was happy to speak to the staff on his behalf prior to the holiday periods.13

I know there has been some items raised with SHR so I had flagged for Silas as sometimes these things can take on a life of their own

Happy to connect this afternoon or tomorrow as needed.

Jo.



**Joanna White**

A/Assistant Deputy Minister & Executive Financial Officer  
Management Services Division  
Ministry of Jobs, Trade & Technology | Ministry of Labour  
☎ 778-698-3382

**From:** [White, Joanna MAH:EX](#)  
**To:** [Liu, Teresa JTT:EX](#); [Kwan, Shirley JTT:EX](#)  
**Cc:** [Pothecary, Meagan JTT:EX](#); [Kirby, Kyla JTT:EX](#)  
**Subject:** RE: 1:1 with Fazil tomorrow  
**Date:** December 16, 2019 10:35:00 AM

---

No materials per se (although the Risk Register will come through in eApps today and I am planning to provide the first drafts of the Service Plan this week for any initial thoughts concurrently with CABRO review).

This is more of a list of topics than an agenda.

- Investment Capital Branch
  - s.13
- Northern Development Fund & Nechako-Kitimat Development Fund Society
  - s.13
  - s.13
- Delegation Matrix
  - *Just an FYI that MSD staff have been working on this and I hope to bring to Exec in the New Year.*
- TB Subs - *just an FYI on what we have in the hopper*
  - s.12; s.13
  - 
  - 
  -
- Northstar
  - s.13
- Q3 reminder/update
  - *Time for sign off has been booked in Jan. FSB is working with divisions emphasizing accuracy.*
- Service Plans Update
  - *Update for MBR tomorrow - can provide a quick overview. Plans are now due for CABRO and TBS initial feedback.*
- Risk Register Update by Dec 31
  - *Sending over today in eApps for DM sign off. Can discuss edits if any questions.*
- Recognition Committee.
  - *SHR and Silas Staff chairing this committee. Results from the JTT survey and next steps on the development of a Ministry awards program are planned for January 2020. This will need to come forward to Exec in Jan.*
- SHR ED role.

Thanks,

Jo.

---

**From:** Liu, Teresa JTT:EX <Teresa.Liu@gov.bc.ca>  
**Sent:** December 16, 2019 10:17 AM  
**To:** White, Joanna MAH:EX <Joanna.White@gov.bc.ca>; Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>  
**Cc:** Potheary, Meagan JTT:EX <Meagan.Potheary@gov.bc.ca>  
**Subject:** RE: 1:1 with Fazil tomorrow

Any materials/agenda?

---

**From:** White, Joanna MAH:EX <Joanna.White@gov.bc.ca>  
**Sent:** December 16, 2019 10:14 AM  
**To:** Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>; Liu, Teresa JTT:EX <Teresa.Liu@gov.bc.ca>  
**Cc:** Potheary, Meagan JTT:EX <Meagan.Potheary@gov.bc.ca>  
**Subject:** RE: 1:1 with Fazil tomorrow

Thanks all.

---

**From:** Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>  
**Sent:** December 16, 2019 10:00 AM  
**To:** Liu, Teresa JTT:EX <Teresa.Liu@gov.bc.ca>  
**Cc:** White, Joanna MAH:EX <Joanna.White@gov.bc.ca>; Potheary, Meagan JTT:EX <Meagan.Potheary@gov.bc.ca>  
**Subject:** RE: 1:1 with Fazil tomorrow

Re-added

---

**From:** Liu, Teresa JTT:EX <Teresa.Liu@gov.bc.ca>  
**Sent:** December 16, 2019 9:56 AM  
**To:** Kwan, Shirley JTT:EX <Shirley.Kwan@gov.bc.ca>  
**Cc:** White, Joanna MAH:EX <Joanna.White@gov.bc.ca>; Potheary, Meagan JTT:EX <Meagan.Potheary@gov.bc.ca>  
**Subject:** RE: 1:1 with Fazil tomorrow

Hey Shirley... looks like this is still in Fazil's calendar at 9:30AM tomorrow as a recurring event? Not sure what happened?

Thanks,  
Teresa

---

**From:** White, Joanna MAH:EX <Joanna.White@gov.bc.ca>  
**Sent:** December 16, 2019 9:53 AM  
**To:** Liu, Teresa JTT:EX <Teresa.Liu@gov.bc.ca>  
**Subject:** 1:1 with Fazil tomorrow

Seems to not be in my calendar anymore...did Fazil cancel or is that an error?

Thanks

Jo.



---

**Joanna White**

A/Assistant Deputy Minister & Executive Financial Officer  
Management Services Division  
Ministry of Jobs, Trade & Technology | Ministry of Labour  
☎ 778-698-3382

**From:** [Urquhart, Brian JTT:EX](#)  
**To:** [Merkel, Carla JTT:EX](#)  
**Cc:** [White, Joanna MAH:EX](#)  
**Subject:** RE: s.12; s.13; s.17  
**Date:** December 17, 2019 4:34:47 PM

---

Thanks Carla!

b

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer  
Ministry of Jobs, Trade and Technology, and  
Ministry of Labour  
800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

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**From:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Sent:** December 17, 2019 3:28 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Cc:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** RE: s.12; s.13; s.17

Actually per the attached spreadsheet per the review s.12; s.13; s.17  
s.12; s.13; s.17

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**From:** Merkel, Carla JTT:EX  
**Sent:** December 17, 2019 3:22 PM  
**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Cc:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** RE: s.12; s.13; s.17

The s.13; s.17 was identified as amounts that could be reprofiled to other ministry priorities as part of the Strategic Reinvestment review in 2018/19. s.13; s.17  
s.13; s.17

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**From:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>  
**Sent:** December 17, 2019 2:57 PM  
**To:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>  
**Cc:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** FW: s.12; s.13; s.17

Thanks Carla, looks like per the budget letter that we got \$1.2m in 18/19 and \$1.2m in 19/20.

s.13; s.17

s.13; s.17

Thanks!

B

**Brian Urquhart, CPA, CA**

Executive Director and Chief Financial Officer

Ministry of Jobs, Trade and Technology, and

Ministry of Labour

800 Johnson St, 3<sup>rd</sup> Floor | Victoria, BC | (236) 478-1767

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**From:** Merkel, Carla JTT:EX <[Carla.Merkel@gov.bc.ca](mailto:Carla.Merkel@gov.bc.ca)>

**Sent:** December 17, 2019 2:47 PM

**To:** Urquhart, Brian JTT:EX <[Brian.Urquhart@gov.bc.ca](mailto:Brian.Urquhart@gov.bc.ca)>

**Subject:** s.12; s.13; s.17

s.12; s.13; s.17

received via budget letter of \$1.2M/year

Approval was

**From:** [Lewthwaite, Jennifer JTT:EX](#)  
**To:** [White, Joanna MAH:EX](#)  
**Subject:** RE: Innovation Commission  
**Date:** December 16, 2019 3:10:54 PM

---

Sure – I am free all morning. Expensive after that

---

**From:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Sent:** December 16, 2019 3:07 PM  
**To:** Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>  
**Subject:** RE: Innovation Commission

Tomorrow morning? I'm just off to chat with Christine in a minute.

---

**From:** Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>  
**Sent:** December 16, 2019 1:34 PM  
**To:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** RE: Innovation Commission

Let me know when you have a free moment and I can fill you in

---

**From:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Sent:** December 16, 2019 1:33 PM  
**To:** Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>  
**Subject:** Innovation Commission

Hello,

I had a quick chat with Silas on Friday afternoon<sup>s.13</sup> He said you were managing it – I had indicated I was happy to speak to the staff on his behalf prior to the holiday period<sup>s.13</sup>

I know there has been some items raised with SHR so I had flagged for Silas as sometimes these things can take on a life of their own

Happy to connect this afternoon or tomorrow as needed.

Jo.



**Joanna White**  
A/Assistant Deputy Minister & Executive Financial Officer  
Management Services Division  
Ministry of Jobs, Trade & Technology | Ministry of Labour  
☎ 778-698-3382



**From:** [White, Joanna MAH:EX](#)  
**To:** [Lewthwaite, Jennifer JTT:EX](#)  
**Subject:** RE: Innovation Commissioner Extension?  
**Date:** December 17, 2019 4:07:00 PM

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Thanks. I'm glad they are being proactive about flagging the timelines .

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**From:** Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>  
**Sent:** December 17, 2019 3:22 PM  
**To:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** FW: Innovation Commissioner Extension?

FYI

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**From:** Lewthwaite, Jennifer JTT:EX  
**Sent:** December 17, 2019 3:22 PM  
**To:** Jackson, Linnea MAH:EX <[Linnea.Jackson@gov.bc.ca](mailto:Linnea.Jackson@gov.bc.ca)>; Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>  
**Cc:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>; Perry, Mark MAH:EX <[Mark.Perry@gov.bc.ca](mailto:Mark.Perry@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

Just confirmed with Silas that there is no decision as of yet.

Jen

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**From:** Jackson, Linnea MAH:EX <[Linnea.Jackson@gov.bc.ca](mailto:Linnea.Jackson@gov.bc.ca)>  
**Sent:** December 17, 2019 3:12 PM  
**To:** Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>  
**Cc:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>; Perry, Mark MAH:EX <[Mark.Perry@gov.bc.ca](mailto:Mark.Perry@gov.bc.ca)>; Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

Hi Nathan,

I'm just following up on this. Has a decision been made yet on a new Innovation Commissioner?

Linnea

---

**From:** Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>  
**Sent:** December 4, 2019 3:47 PM  
**To:** Jackson, Linnea MAH:EX <[Linnea.Jackson@gov.bc.ca](mailto:Linnea.Jackson@gov.bc.ca)>  
**Cc:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>; Perry, Mark MAH:EX <[Mark.Perry@gov.bc.ca](mailto:Mark.Perry@gov.bc.ca)>; Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

Hi Linnea,

We're waiting for some <sup>S.13</sup>

That said, I understand that the

current IC is not interested in continuing in the roll so there will be some kind of change coming.

We'll try and expedite the decision so we can be on track for the Minister signed date in January.

Thanks

N

---

**From:** Jackson, Linnea MAH:EX <[Linnea.Jackson@gov.bc.ca](mailto:Linnea.Jackson@gov.bc.ca)>

**Sent:** December 4, 2019 11:23 AM

**To:** Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>

**Cc:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>; Perry, Mark MAH:EX <[Mark.Perry@gov.bc.ca](mailto:Mark.Perry@gov.bc.ca)>

**Subject:** Innovation Commissioner Extension?

Good morning Nathan,

The Innovation Commissioner term is set to expire on February 5<sup>th</sup>, 2020. I'm wondering if we are extending his term at all and if so, for how long and will he continue to be paid \$200 000 per year? Once I know those two details I will be able to get legislative counsel to draft an OIC.

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<b>Cabinet:</b>	<b>Monday, January 27</b>
DM approved Draft due:	Noon, Friday, January 3
Minister Signed Final due:	Noon, Friday January 10

As you can see, the draft deadline for the first cabinet date is December 31 so we need to get to work on this relatively quickly.

Please let me know if you have any questions.

Thanks,

Linnea

**Linnea Jackson** (778) 698-5399

Policy Analyst

Corporate Planning & Priorities Branch

Ministry of Jobs, Trade & Technology and Minister of State for Trade

Ministry of Labour • Ministry of Municipal Affairs & Housing • Ministry of Tourism, Arts & Culture

**From:** [Gabitous, Jason MAH:EX](#)  
**To:** [White, Joanna MAH:EX](#)  
**Subject:** RE: Innovation Commissioner Extension?  
**Date:** December 17, 2019 4:26:25 PM

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**From:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Sent:** December 17, 2019 4:22 PM  
**To:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

Ok, after the FOI meeting then

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**From:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>  
**Sent:** December 17, 2019 4:21 PM  
**To:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

I am leaving on time tonight too. I meant tomorrow.

---

**From:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Sent:** December 17, 2019 4:18 PM  
**To:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

I have a minute now but I have.22

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**From:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>  
**Sent:** December 17, 2019 4:17 PM  
**To:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

Exciting! Let me know when you have a minute and I can run up.

---

**From:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>  
**Sent:** December 17, 2019 4:16 PM  
**To:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>  
**Subject:** RE: Innovation Commissioner Extension?

I have some intel on this – we can chat tomorrow.

---

**From:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>  
**Sent:** December 17, 2019 4:16 PM

**To:** White, Joanna MAH:EX <[Joanna.White@gov.bc.ca](mailto:Joanna.White@gov.bc.ca)>

**Subject:** FW: Innovation Commissioner Extension?

FYI

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**From:** Jackson, Linnea MAH:EX <[Linnea.Jackson@gov.bc.ca](mailto:Linnea.Jackson@gov.bc.ca)>

**Sent:** December 17, 2019 4:13 PM

**To:** Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>; Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>

**Cc:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>; Perry, Mark MAH:EX <[Mark.Perry@gov.bc.ca](mailto:Mark.Perry@gov.bc.ca)>

**Subject:** RE: Innovation Commissioner Extension?

Ok thanks. We are getting very close the January 3<sup>rd</sup> deadline for the DM approved draft OIC and supporting materials for the January 27<sup>th</sup> cabinet meeting especially given many people will be away over the holidays. If we miss that deadline we will be looking at lapse in the appointment. Is it ok if there is a lapse in appointment?

Linnea

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Jen

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**To:** Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>

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Linnea

**From:** Nankivell, Nathan JTT:EX <[Nathan.Nankivell@gov.bc.ca](mailto:Nathan.Nankivell@gov.bc.ca)>  
**Sent:** December 4, 2019 3:47 PM  
**To:** Jackson, Linnea MAH:EX <[Linnea.Jackson@gov.bc.ca](mailto:Linnea.Jackson@gov.bc.ca)>  
**Cc:** Gabitous, Jason MAH:EX <[Jason.Gabitous@gov.bc.ca](mailto:Jason.Gabitous@gov.bc.ca)>; Perry, Mark MAH:EX <[Mark.Perry@gov.bc.ca](mailto:Mark.Perry@gov.bc.ca)>; Lewthwaite, Jennifer JTT:EX <[Jennifer.Lewthwaite@gov.bc.ca](mailto:Jennifer.Lewthwaite@gov.bc.ca)>  
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Hi Linnea,

We're waiting for some<sup>s.13</sup>

That said, I understand that the

current IC is not interested in continuing in the roll so there will be some kind of change coming.

We'll try and expedite the decision so we can be on track for the Minister signed date in January.

Thanks

N

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As you can see, the draft deadline for the first cabinet date is December 31 so we need to get to work on this relatively quickly.

Please let me know if you have any questions.

Thanks,

Linnea

**Linnea Jackson** (778) 698-5399

Policy Analyst

Corporate Planning & Priorities Branch

Ministry of Jobs, Trade & Technology and Minister of State for Trade

Ministry of Labour • Ministry of Municipal Affairs & Housing • Ministry of Tourism, Arts & Culture

**From:** [Jackson, Linnea MAH:EX](#)  
**To:** [Lewthwaite, Jennifer JEDC:EX](#); [Nankivell, Nathan JEDC:EX](#)  
**Cc:** [Gabitous, Jason MAH:EX](#); [Perry, Mark MAH:EX](#)  
**Subject:** RE: Innovation Commissioner Extension?  
**Date:** December 17, 2019 4:13:27 PM

---

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**Sent:** December 17, 2019 3:22 PM  
**To:** Jackson, Linnea MAH:EX ; Nankivell, Nathan JTT:EX  
**Cc:** Gabitous, Jason MAH:EX ; Perry, Mark MAH:EX  
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