



July 30, 2015

Honourable Coralee Oakes
Minister of Small Business, Red Tape Reduction and Minister Responsible for the Liquor
Distribution Branch
Parliament Buildings
Victoria, British Columbia
V8V 1X4

Dear Minister:

Congratulations on your new role. I am very excited about the opportunity you have to continue to execute on the priorities of our government as we serve the people of British Columbia.

As you know, we have made great strides in providing small business an environment in which they can succeed and grow. Low taxes, a low regulatory burden and a highly skilled labour force all contribute to ensuring the success of our BC small businesses.

Now, in an era of continued economic uncertainty, it is essential that we do all we can to make sure small businesses in our province continue to have every opportunity to create jobs and grow into the medium and large sized businesses of the future.

As you know, the annual mandate letter you receive is designed to be an ongoing workplan for your ministry that is updated on an annual basis.

Your mandate for the following year is as follows:

1. Balance your ministerial budget in order to control spending and ensure an overall balanced budget for the province of British Columbia.
2. Complete the implementation of the recommendations of the report by Parliamentary Secretary John Yap to ensure British Columbian consumers continue to benefit from these reforms through enhanced competition and increased retail choice.
3. Work with the UBCM on ways to streamline the liquor primary application process.

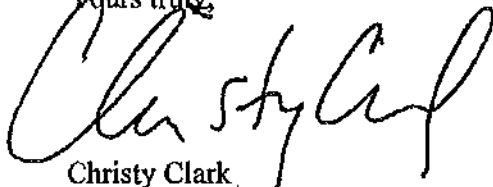
Office of the
Premier

Mailing Address:
World Trade Centre
740 - 999 Canada Place
Vancouver BC V6C 3E1

4. Provide an update to Cabinet on the impact of the liquor reforms by December 31, 2015.
5. Continue to implement the Small Business Awareness Strategy to ensure small businesses are aware of the tools and resources available to them in order to grow their business.
6. In advance of the possible introduction of a Franchises Act in the province, undertake a consultation with the franchise community to determine if it is required and, if so, what elements they would like to see in such legislation.
7. Work with the LNG-Buy BC program to ensure BC small businesses have an opportunity to participate in delivering goods and services to LNG projects.
8. Work with the provincial Small Business Roundtable to implement the recommendations they have made to grow small business and implement the Small Business Accord.
9. Work with the Minister of International Trade to review and make options to Cabinet on ways to expand the LNG-Buy BC online tool to other sectors of the provincial economy.
10. Work with the Minister of International Trade to explore ways to increase the ability of BC's small businesses to export their products to new markets.
11. Make recommendations to Cabinet on ways to highlight regulatory reform and red tape reduction in British Columbia.
12. Work with all ministries to identify opportunities to reduce or eliminate outdated regulation and reduce red tape for British Columbians. As part of this work, examine the current Regulator Impact Assessment and consider changes to ensure regulatory impacts are identified and mitigated as early as possible in the development process.

In addition, as discussed and approved by Cabinet, our government is committed to ensuring British Columbia government services are easily accessed by our citizens and businesses. You will be leading this initiative on my behalf, and over the following 12 months I am asking you to reach out to all ministries to assist in reducing unnecessary red tape and regulation.

Yours truly,



Christy Clark
Premier of British Columbia



Where ideas work

Inter-Ministry Program / FTE Transfer

Control No.
T002752

Name Critchley, Carla		Phone Number (250) 387-4496		Fax Number	
Client Organization Jobs, Tourism and Skills Training		Branch Financial Services Branch			
TRANSFER FROM Client Organization Jobs, Tourism and Skills Training Deputy Minister Mentzelopoulos, Athana BCOA Contact Name Clarke, Sharon Phone Number (250) 387-8035			TRANSFER TO Client Organization Small Business and Red Tape Reduction Deputy Minister McEwan, Tim BCOA Contact Name Clarke, Sharon Phone Number (250) 387-8035		
TRANSFER DETAILS Vote 31 Program Name Effective Date 2015/07/30 OIC Number 472 Sub Vote / Sub Sub Vote Reason for Transfer Sub Sub Vote - Small Business Transfer due to Government Re-org announced on July 30, 2015 Service Line 34407 Service Line Description Small Business OCG Instructions - Financial Reporting and Advisory Service Also transferring SL 22008, 62299 and 22305 Fiscal Year 2015 Dollar amounts are in thousands (000) and FTEs are in whole numbers					
TRANSFER TOTALS		Current Budget Year 2014/2015 Restated	Budget 2015/2016	Budget 2016/2017	Budget 2017/2018
Fulltime Equivalent (FTEs)					
Operating Expenses Gross 2,500 2,500 3,186 3,186 Recoveries Minus Minus Minus Minus Sub-Total 2,500 2,500 3,186 3,186					
Capital Expenditures					
Financing Transactions Receipts Disbursements Minus Minus Minus Minus Sub-Total 0 0 0 0					
Revenue STOBs					
Commissions					
Doubtful Accounts					
For Ministry Use Only - File Copy Deputy Minister's Authorization			Date Signed		

Attachments for Inter-Ministry Program / FTE Transfer T002752 for Critchley, Carla

2 attachment(s) returned.

File Name	Description	Size	Uploaded By	On Behalf Of	Uploaded	Status
Estimates Adjustment Template JTST July 30th Re-org.xlsx	JTST EAT FORM	22 KB	Critchley, Carla		2015/08/06 13:47:52	Attached
Estimates Adjustment Template SBRT July 30th Re-org.xlsx	SBRT EAT FORM	25 KB	Critchley, Carla		2015/08/06 13:47:52	Attached

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Audit Trail for Inter-Ministry Program / FTE Transfer T002752 for Critchley, Carla

12 audit trail record(s) returned.

Date/Time	Who	On Behalf Of	Action	Next To Act
2015/08/06 13:58:03	Critchley, Carla s.15 Carla.Critchley@gov.bc.ca		Initiated	Clarke, Sharon Sharon.Clarke@gov.bc.ca
2015/08/06 14:15:20	Clarke, Sharon s.15 Sharon.Clarke@gov.bc.ca		Forwarded	Mortimer, David David.Mortimer@gov.bc.ca
2015/08/06 15:36:39	Mortimer, David s.15 David.Mortimer@gov.bc.ca		Approved	Campbell, Tracy Tracy.Campbell@gov.bc.ca
2015/08/06 15:38:36	Critchley, Carla s.15 Carla.Critchley@gov.bc.ca		Recalled	Critchley, Carla Carla.Critchley@gov.bc.ca
2015/08/06 15:39:18	Critchley, Carla s.15 Carla.Critchley@gov.bc.ca		Initiated	Campbell, Tracy Tracy.Campbell@gov.bc.ca
2015/08/06 15:42:07	Campbell, Tracy s.15 Tracy.Campbell@gov.bc.ca		Approved	Hughes, Trevor Trevor.Hughes@gov.bc.ca
2015/08/06 15:57:49	Hughes, Trevor s.15 Trevor.Hughes@gov.bc.ca		Approved	McEwan, Tim Tim.McEwan@gov.bc.ca
2015/08/07 10:40:33	McEwan, Tim s.15 Tim.McEwan@gov.bc.ca		Approved	Campbell, Tracy Tracy.Campbell@gov.bc.ca
2015/08/07 10:43:35	Campbell, Tracy s.15 Tracy.Campbell@gov.bc.ca		Approved	Estimates, TBS FINTBSInterMinistryTransferForm@gov.t
2015/08/10 14:37:54	Critchley, Carla s.15 Carla.Critchley@gov.bc.ca		Recalled	Critchley, Carla Carla.Critchley@gov.bc.ca
2015/08/10 14:43:10	Critchley, Carla s.15 Carla.Critchley@gov.bc.ca		Approved	Estimates, TBS FINTBSInterMinistryTransferForm@gov.t
2015/08/10 14:48:52	Dubois, Susan s.15 Susan.Dubois@gov.bc.ca	Estimates, TBS FINTBSInterMinistryTransferForm@gov.bc.ca	Processed	

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Withheld pursuant to/removed as

s.13

D'Argis, Krista CSCD:EX

From: Campbell, Tracy JTST:EX
Sent: Thursday, August 6, 2015 10:53 AM
To: McEwan, Tim JTST:EX
Cc: Jang, Monica JTST:EX
Subject: Budget transfer FY16 and beyond.xlsx
Attachments: Budget transfer FY16 and beyond.xlsx

In preparation for our call at 11am. Thx

D'Argis, Krista CSCD:EX

From: Jang, Monica JTST:EX
Sent: Thursday, August 6, 2015 11:32 AM
To: Little, Christine MIT:EX
Cc: Campbell, Tracy JTST:EX
Subject: FW: Budget transfer FY16 and beyond.xlsx
Attachments: Budget transfer FY16 and beyond.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Christine,

Tim wanted to share the budget details with you. I've copied Tracy who you can contact if you have any questions.

Cheers,

Monica.

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Withheld pursuant to/removed as

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**Ministry of Small Business and Red Tape Reduction
Full Year Forecast**

						Pay Periods to Mar 31/16		Benefit Rate			
						26.1		24.80%			
Paylist	Name	FTE	ID	Position Number	Position Title	Bi-weekly Rate (50)	Bi-weekly Rate (51)	Remaining STOB 50	Remaining STOB 51	Remaining STOB 52	Total Salary Forecast
DM Office, Small Business and Red Tape Reduction						s.22		s.22			
	McEwan, Tim	1									
	Patricia Santos	1									
	Jang, Monica	1									
		3									
ADM Office, Small Business and Red Tape Reduction											
	Little, Christine	1									
	Albrecht, Christine	1									
		2									
Small Business Branch (51575.34407)							s.22				
125-3005	Arruda, Jason	1	s.22	00091991	Senior Policy Analyst						
125-3005	Bennet, Jordan	1		00085634	Director, Strategic Initiatives (BL Level)						
125-3005	Burton, Lara	0.80		00085243	Senior Policy Analyst (27 Level)						
125-3005	Cameron, Darby	1.00		00059946	Senior Policy Analyst (27 Level)						
125-3005	Campbell, Fiona	1		00100735	Office Manager						
	Collins, Stephanie	0		00092255	Permit and Licensing Admin						
125-3005	Garside, Kimberley	1		00092255	Administrator (Clerk 14)						
125-3006	Hunter, Jackie	1		00008423	Executive Director (SL Level)						
125-3005	Kincross, Sean	1		00089210	Manager, Small Business RT Secretariat (AL Level)						
125-3005	Munro, Tanya	1		00067514	Senior Policy Analyst (27 Level)						
125-3005	Olivier, Lou	0		00091991	Senior Policy Analyst						
125-3005	Singh, Cyrus	1		00088578	Senior Policy Analyst						
125-3005	Perkins, Rachel	1		00093554	Project/Policy Analyst (24 Level)						
125-3005	Summers, Pat	1		00046382	Director, Small Business Programs (BL Level)						
125-3005	Virtue, Stefan	1		00046383	Senior Policy Analyst (27 Level)						
		12		19							
Regulatory Reform Branch (51665.22008)											
125-3006	Crofts, Amber	1		00033633	Director, Strategic Planning & Partnership (BL Level)						
125-3006	Shah, Jasal	1		00071925	Director, Regulatory Reform (BL Level)						
125-3006	Sabba, Sall	1		00097239	Senior Advisor (27 Level)						
125-3006	Sovka, Roseanne	1		00046668	Manager, Regulatory Reform (AL Level)						
125-3006	Carter, Devon	1		00110832	Senior Advisor (27 Level)						
125-3006	Olsen, Tracy	0		00096841	Senior Advisor (27 Level)						
		6		7							
		20									\$2,375,730.99