

**Shortt, Amanda PREM:EX**

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**From:** McColl, John-Michael JTT:EX  
**Sent:** June 6, 2018 4:46 PM  
**To:** Van Meer-Mass, Kate PREM:EX  
**Subject:** Pitch for EETF Announcement on July 10  
**Attachments:** Pitch for EETF Announcement.docx

Kate,

Really good to chat today. As promised, attached you'll find my pitch for the EETF announcement.

My latest proposed date is the morning of July 10 (as that date works for the Task Force Chair, Andrew Weaver, and the Minister). Sorry to hear it's no good for PJH. IF you feel this is something he should announce just let us know, and a couple of dates that would be better, and we'll go with those. July 16-19 look good for Task Force Chair and Andrew Weaver!.

JM

***John Michael McColl***

***Senior Ministerial Assistant to Hon. Bruce Ralston***

*Minister of Jobs, Trade and Technology*

British Columbia Parliament Buildings | 501 Belleville St, Victoria, BC V8V 2L8

[johnmichael.mccoll@gov.bc.ca](mailto:johnmichael.mccoll@gov.bc.ca) | 250.208.6051

## Shortt, Amanda PREM:EX

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**From:** McColl, John-Michael JTT:EX  
**Sent:** June 5, 2018 2:03 PM  
**To:** Aaron, Sage PREM:EX  
**Cc:** McGregor, Cara GCPE:EX; Van Meer-Mass, Kate PREM:EX  
**Subject:** RE: Pitch to announce the Emerging Economy Task Force June 25 or 26

Sage,

If July 3 doesn't work for the Premier, don't sweat it. It doesn't work for the chair of the Task Force either – so let's forget it.

There's a couple of other options, and a couple of political considerations that I think will make the decision easier. Could you give me a quick call when you have sec?

JM

---

**From:** Aaron, Sage PREM:EX  
**Sent:** Tuesday, June 5, 2018 12:10 PM  
**To:** McColl, John-Michael JTT:EX <JohnMichael.McColl@gov.bc.ca>  
**Cc:** McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca>; Van Meer-Mass, Kate PREM:EX <Kate.VanMeer-Mass@gov.bc.ca>  
**Subject:** Re: Pitch to announce the Emerging Economy Task Force June 25 or 26

Hi JM,

This date won't work for the premier. You may be able to go ahead without the Premier - we'll get back to you ASAP.

Sage  
778-678-0832  
Sent from my mobile device

On Jun 5, 2018, at 11:28 AM, McColl, John-Michael JTT:EX <[JohnMichael.McColl@gov.bc.ca](mailto:JohnMichael.McColl@gov.bc.ca)> wrote:

Argh, so my plan for the 25<sup>th</sup> has fallen apart – the Chair of the Task Force and Andrew Weaver cannot make it.

Could July 3 work from your perspective?

JM

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**From:** McColl, John-Michael JTT:EX  
**Sent:** Thursday, May 31, 2018 2:29 PM  
**To:** McGregor, Cara GCPE:EX <Cara.McGregor@gov.bc.ca>  
**Cc:** Aaron, Sage PREM:EX <[Sage.Aaron@gov.bc.ca](mailto:Sage.Aaron@gov.bc.ca)>; Holmwood, Jen PREM:EX <[Jen.Holmwood@gov.bc.ca](mailto:Jen.Holmwood@gov.bc.ca)>  
**Subject:** Re: Pitch to announce the Emerging Economy Task Force June 25 or 26

Hi Cara,

Thanks for following up! I also just heard from CASA secretariat that June 26 is the only date that will work for MLA Weaver, so if the 25th is already looking busy from your perspective, I'll nix that and tell the team to start planning for the morning of June 26th. If that's no good, just let me know!

JM

Sent from my iPhone

On May 30, 2018, at 5:11 PM, McGregor, Cara GCPE:EX <[Cara.McGregor@gov.bc.ca](mailto:Cara.McGregor@gov.bc.ca)> wrote:

Hi JM – at this point 25<sup>th</sup> is a pretty full day. We'll get back to you in due course but 26 may be better.

Cara

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**From:** McColl, John-Michael JTT:EX  
**Sent:** Tuesday, May 29, 2018 2:41 PM  
**To:** Aaron, Sage PREM:EX; Holmwood, Jen PREM:EX  
**Cc:** McGregor, Cara GCPE:EX  
**Subject:** Pitch to announce the Emerging Economy Task Force June 25 or 26

Hi Jen and Sage,

Attached you'll find my pitch for announcing the Emerging Economy Task Force on June 25 for 26 (depending on what you think is best).

We would like to do the announcement in Vancouver, at the WeWork co-working space. As this is part of the CASA, we expect MLA Weaver will want to attend, and are hoping to get a date to him soon.

Let me know if you think either of those dates will work from your perspective.

JM

***John Michael McColl***  
***Senior Ministerial Assistant to Hon. Bruce Ralston***  
*Minister of Jobs, Trade and Technology*  
British Columbia Parliament Buildings | [501 Belleville St, Victoria, BC V8V 2L8](#)  
[johnmichael.mccoll@gov.bc.ca](mailto:johnmichael.mccoll@gov.bc.ca) | 250.208.6051

## Shortt, Amanda PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** August 27, 2018 2:09 PM  
**To:** Albrecht, Christine JTT:EX  
**Cc:** Young, Olivia JTT:EX; Jang, Monica JTT:EX  
**Subject:** RE: September 5 Emerging Economy Task Force (EETF) Agenda

Thanks!

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
Ph: (250) 356-2206

---

**From:** Albrecht, Christine JTT:EX  
**Sent:** Monday, August 27, 2018 1:07 PM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Young, Olivia JTT:EX; Jang, Monica JTT:EX  
**Subject:** September 5 Emerging Economy Task Force (EETF) Agenda

Good afternoon Keira,

I'm sharing the attached agenda for the September 5 EETF meeting for your information as Don Wright and Christine Kennedy are both scheduled to attend and present. Please note that staff have Don and Christine noted on the agenda for 2:30 just after a coffee break – both are more than welcome to join the group for coffee prior to the presentation.

I will also flag that the Chair of the EETF, Kathy Kinloch is unable to attend<sup>s.22</sup> and Jock Finlayson will be chairing on her behalf.

Regards,

**Christine Albrecht**  
Executive Coordinator | Office of the Assistant Deputy Minister  
Small Business, Regulatory and Service Improvement Division  
Technology, Innovation and Economic Development Division  
Ph: 250 387-0661 | Cell: 250 216-1366 |

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## Shortt, Amanda PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** August 7, 2018 9:51 AM  
**To:** Emerging Economy Task Force JTT:EX  
**Subject:** RE: EETF Meeting Request for DM Wright (Sept 5)

Hi,

I have confirmed that Don and Christine will attend from 2:00-3:00.

Thanks,

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
Ph: (250) 356-2206

---

**From:** Emerging Economy Task Force JTT:EX  
**Sent:** Wednesday, July 25, 2018 3:49 PM  
**To:** Wright, Don J. PREM:EX  
**Cc:** Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Little, Christine JTT:EX  
**Subject:** EETF Meeting Request for DM Wright (Sept 5)

Good afternoon, please find attached a meeting request for DM Wright and supporting information note.

**Who:** DM Don Wright

**What:** attend a portion of the EETF working meeting

**When:** Wednesday, September 5, 2018, any time his schedule permits between 1pm and 4:30pm

**How Long:** approximately 45 min (20 min presentation to the members, followed by a discussion)

**Where:** downtown Vancouver board room (TBC); in person

**Pre-brief Required:** TBC

**Purpose of the meeting:** first working session of the EETF, would like to hear from DM on the current state of BC and vision / scope for the EETF

**Attendees:** Full participation of the Chair and EETF members, bios attached

**Priority of this request:** medium

**Will material be prepared:** yes, speaking points

You can reply to this email directly to confirm your availability.

Sincerely,  
The Emerging Economy Task Force Secretariat

## Shortt, Amanda PREM:EX

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**From:** Higgins, Keira PREM:EX  
**Sent:** August 2, 2018 3:17 PM  
**To:** Emerging Economy Task Force JTT:EX  
**Subject:** RE: EETF Meeting Request for DM Wright (Sept 5)

Hi Sabreena,

Don is s.22 . I will follow up with him s.22 and get back to you.

Thanks,

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
Ph: (250) 356-2206

---

**From:** Emerging Economy Task Force JTT:EX  
**Sent:** Thursday, August 2, 2018 3:17 PM  
**To:** Higgins, Keira PREM:EX  
**Subject:** RE: EETF Meeting Request for DM Wright (Sept 5)

Hi Keira,

I wanted to follow up on this request for DM Wright's attendance at the upcoming EETF meeting in Vancouver on September 5.

Please let me know if you require any more information.

Thanks,  
Sabreena

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**From:** Emerging Economy Task Force JTT:EX  
**Sent:** Wednesday, July 25, 2018 3:49 PM  
**To:** Wright, Don J. PREM:EX  
**Cc:** Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Little, Christine JTT:EX  
**Subject:** EETF Meeting Request for DM Wright (Sept 5)

Good afternoon, please find attached a meeting request for DM Wright and supporting information note.

**Who:** DM Don Wright

**What:** attend a portion of the EETF working meeting

**When:** Wednesday, September 5, 2018, any time his schedule permits between 1pm and 4:30pm

**How Long:** approximately 45 min (20 min presentation to the members, followed by a discussion)

**Where:** downtown Vancouver board room (TBC); in person

**Pre-brief Required:** TBC

**Purpose of the meeting:** first working session of the EETF, would like to hear from DM on the current state of BC and vision / scope for the EETF

**Attendees:** Full participation of the Chair and EETF members, bios attached

**Priority of this request:** medium

**Will material be prepared:** yes, speaking points

You can reply to this email directly to confirm your availability.

Sincerely,

The Emerging Economy Task Force Secretariat

## Shortt, Amanda PREM:EX

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**From:** Kwan, Shirley JTT:EX  
**Sent:** September 27, 2018 8:29 AM  
**To:** Hold - 190121 - Higgins, Keira PREM:EX  
**Cc:** Jang, Monica JTT:EX  
**Subject:** Re: Don's schedule

Great, thanks Keira.

Shirley

Sent from my BlackBerry 10 smartphone on the TELUS network.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Thursday, September 27, 2018 8:22 AM  
**To:** Kwan, Shirley JTT:EX  
**Cc:** Jang, Monica JTT:EX  
**Subject:** RE: Don's schedule

Hi Shirley,

I will have her attend the portion that Don is speaking at.

Thanks,

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
Ph: (250) 356-2206

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**From:** Kwan, Shirley JTT:EX  
**Sent:** Wednesday, September 26, 2018 4:53 PM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Jang, Monica JTT:EX  
**Subject:** RE: Don's schedule

Staff advised Christine K can attend to what fits in her schedule (if available) or nothing at all.

Will wait to hear back from you before confirming back to my staff.

Shirley

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**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, September 26, 2018 1:42 PM  
**To:** Kwan, Shirley JTT:EX  
**Cc:** Jang, Monica JTT:EX  
**Subject:** RE: Don's schedule

Hi Shirley,

Let's schedule Don from 12:30-1:30. Will Christine be staying for the same portion of the meeting?



Thanks,

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
Ph: (250) 356-2206

---

**From:** Kwan, Shirley JTT:EX  
**Sent:** Wednesday, September 26, 2018 10:09 AM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Jang, Monica JTT:EX  
**Subject:** RE: Don's schedule

Will need Don for 45 mins and will let you decide if 12pm or 1pm to start.

---

**From:** Higgins, Keira PREM:EX  
**Sent:** Wednesday, September 26, 2018 9:39 AM  
**To:** Kwan, Shirley JTT:EX  
**Cc:** Jang, Monica JTT:EX  
**Subject:** RE: Don's schedule

Hi Shirley,

I don't know what kind of time commitment is needed for this meeting but Don has another important committee at 2:00 which I would hope to allow him the opportunity to call into the committee. Will noon/1:00-2:00 be a sufficient amount of time for Don to participate or is more time required?

Thanks,

**Keira Higgins, Executive Administrative Coordinator**  
Office of the Premier, Deputy Minister  
272 West Annex, Parliament Buildings | Victoria, BC | V8V 1X4  
Ph: (250) 356-2206

---

**From:** Kwan, Shirley JTT:EX  
**Sent:** Wednesday, September 26, 2018 9:22 AM  
**To:** Higgins, Keira PREM:EX  
**Cc:** Jang, Monica JTT:EX  
**Subject:** Don's schedule

Good Morning Keira -

Christine K and Fazil spoke about EETF in Don's schedule and have held Oct 25<sup>th</sup> afternoon (which this can be released) and Nov 2<sup>nd</sup> for another possible date (which is confirmed).

Can you please advise what timeslot would work for Don to present on Nov 2<sup>nd</sup> in Vancouver?

Shirley

## Shortt, Amanda PREM:EX

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**From:** Robb, Amanda JTT:EX  
**Sent:** September 19, 2018 3:54 PM  
**To:** Hold - 190121 - Higgins, Keira PREM:EX  
**Subject:** FW: NEXT MEETING - EEFT

**Importance:** High

Hi Keira,

Can I ask you to seek confirmation on the below scheduling requests for the next EETF (Emerging Economy Task Force) as well as the <sup>s.13; s.22</sup> ?

Thank you in advance,

**Amanda Robb**

Administrative Coordinator to the Honourable Bruce Ralston  
Minister of Jobs, Trade and Technology

Administrative Coordinator to the Honourable George Chow  
Minister of State for Trade

Room 138 | Parliament Buildings | Victoria | British Columbia | V8W 9E2  
Phone: 250-387-9133 | Fax: 250-356-3000 | Email: [amanda.rob主@gov.bc.ca](mailto:amanda.rob主@gov.bc.ca)

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**From:** Kwan, Shirley JTT:EX  
**Sent:** Wednesday, September 19, 2018 3:07 PM  
**To:** Robb, Amanda JTT:EX  
**Cc:** Jang, Monica JTT:EX; Potheary, Meagan JTT:EX; McColl, John-Michael JTT:EX; McNish, James JTT:EX  
**Subject:** NEXT MEETING - EEFT  
**Importance:** High

Hi Amanda -

Since postponement of the Sept 5 EETF meeting, our staff have been in contact Kathy Kinloch's (EETF Chair) office, which confirmed that Kathy's schedule could currently accommodate the following dates (aiming for a Vancouver meeting):

- October 24, 25 or 31
- November 2

Our staff have also been asked by Kathy's office if there was a <sup>s.13</sup> in the event Kathy became unavailable for the next meeting.

Could you please check in with PO (Don Wright or Christine Kennedy) to confirm the (i) proposed scheduling, and (ii) the  
s.13

Scheduling

- Generally, is this timing workable from PO's perspective?
- Would PO (Don Wright/Christine Kennedy) be available over these dates to attend the meeting?
- Are Don Wright and Christine Kennedy available over these dates to present to the Task Force (as planned for Sept 5)?

s.13

Please let us know if you need any additional information.

Thanks!

Shirley

## Shortt, Amanda PREM:EX

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**From:** Kennedy, Christine PREM:EX  
**Sent:** August 10, 2018 1:33 PM  
**To:** Jang, Monica JTT:EX  
**Cc:** Hold - 190121 - Higgins, Keira PREM:EX; Kwan, Shirley JTT:EX  
**Subject:** RE: EETF Meeting - Wednesday, Sept 5 CONFIRMED

Thanks Monica. We have this taken care of, but thank you! It will be very similar to the presentation he gave to BCBC a month or so ago and he will bring it on a thumb drive ready to plug and go.

Have a wonderful holiday.

Chritine

---

**From:** Jang, Monica JTT:EX  
**Sent:** Friday, August 10, 2018 1:22 PM  
**To:** Kennedy, Christine PREM:EX  
**Cc:** Higgins, Keira PREM:EX; Kwan, Shirley JTT:EX  
**Subject:** FW: EETF Meeting - Wednesday, Sept 5 CONFIRMED

Hi Christine,

I wanted to check in and see if you or Don require any support as offered by our program staff below.

s.22

but if you require anything, I've copied both Keira and Shirley who can connect to get anything you require.

Thanks,

Monica.

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**From:** Albrecht, Christine JTT:EX  
**Sent:** Friday, August 10, 2018 1:04 PM  
**To:** Jang, Monica JTT:EX  
**Cc:** Little, Christine JTT:EX; Young, Olivia JTT:EX; Thindwa, Pamela JTT:EX; Hourston, Sveah JTT:EX; Kwan, Shirley JTT:EX; Tan, Alyson JTT:EX; Potheary, Meagan JTT:EX  
**Subject:** EETF Meeting - Wednesday, Sept 5 CONFIRMED

Monica – Just wanted to let you know that the September 5 EETF meeting has been confirmed and both DM Wright and Christine Kennedy have confirmed their attendance from 2pm to 3pm. Staff were wondering if they should reach out to DM Wright's office to offer any support on his presentation but I'm wondering if that should come from you or if we should just let them reach out if needed?

DM Baskerville has declined the meeting but Jeremy Higgs will attend and present for his portion only.

In addition, staff have advised Fazil has also confirmed his attendance but have a couple questions:

1. Can you advise if DM would like an invite from the EETF generic inbox for this meeting?
2. Will DM Mihlar be attending the whole meeting or just a portion? If the whole meeting would he like to join the lunch portion?

FYI – CL will be attending the full meeting and the lunch portion.

Please let me know if you need anything. Materials for this meeting will be shared a week prior.

Thanks,

***Christine Albrecht***

Executive Coordinator

for Christine Little, ADM

Small Business, Regulatory and Service Improvement Division

Technology, Innovation and Economic Development Division

Ph: 250 387-0661

## Shortt, Amanda PREM:EX

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**From:** Albrecht, Christine JTT:EX  
**Sent:** August 27, 2018 1:07 PM  
**To:** Hold - 190121 - Higgins, Keira PREM:EX  
**Cc:** Young, Olivia JTT:EX; Jang, Monica JTT:EX  
**Subject:** September 5 Emerging Economy Task Force (EETF) Agenda  
**Attachments:** EETF - Sept 5 Meeting Agenda-FINAL.PDF

Good afternoon Keira,

I'm sharing the attached agenda for the September 5 EETF meeting for your information as Don Wright and Christine Kennedy are both scheduled to attend and present. Please note that staff have Don and Christine noted on the agenda for 2:30 just after a coffee break – both are more than welcome to join the group for coffee prior to the presentation.

I will also flag that the Chair of the EETF, Kathy Kinloch is unable to attend<sup>s.22</sup> and Jock Finlayson will be chairing on her behalf.

Regards,

*Christine Albrecht*

Executive Coordinator | Office of the Assistant Deputy Minister  
Small Business, Regulatory and Service Improvement Division  
Technology, Innovation and Economic Development Division  
Ph: 250 387-0661 | Cell: 250 216-1366 |

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**Shortt, Amanda PREM:EX**

---

**From:** Emerging Economy Task Force JTT:EX  
**Sent:** July 25, 2018 3:49 PM  
**To:** Wright, Don J. PREM:EX  
**Cc:** Hold - 190121 - Higgins, Keira PREM:EX; Kennedy, Christine PREM:EX; Little, Christine JTT:EX  
**Subject:** EETF Meeting Request for DM Wright (Sept 5)  
**Attachments:** EETF Member Bios (Final).docx; 142183 - DM Wright IN re Attendance at Sept 5 EETF Meeting.docx

Good afternoon, please find attached a meeting request for DM Wright and supporting information note.

**Who:** DM Don Wright

**What:** attend a portion of the EETF working meeting

**When:** Wednesday, September 5, 2018, any time his schedule permits between 1pm and 4:30pm

**How Long:** approximately 45 min (20 min presentation to the members, followed by a discussion)

**Where:** downtown Vancouver board room (TBC); in person

**Pre-brief Required:** TBC

**Purpose of the meeting:** first working session of the EETF, would like to hear from DM on the current state of BC and vision / scope for the EETF

**Attendees:** Full participation of the Chair and EETF members, bios attached

**Priority of this request:** medium

**Will material be prepared:** yes, speaking points

You can reply to this email directly to confirm your availability.

Sincerely,

The Emerging Economy Task Force Secretariat

## Shortt, Amanda PREM:EX

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**From:** JTT CSSP Secretariat JTT:EX  
**Sent:** July 20, 2018 12:28 PM  
**To:** Wensink, Alison PREM:EX; Hold - 190121 - Higgins, Keira PREM:EX  
**Cc:** Mulloy, Eleanor PREM:EX  
**Subject:** RE: CABINET CONFIDENTIAL: ADMCSSP Meeting Materials  
**Attachments:** CABINET CONFIDENTIAL\_July 25.18 ADMCSSP E-Binder\_Members.pdf

Hello Alison/Keira,

In Eleanor's absence please find attached the e-binder for Suzanne Christensen for the upcoming July 25<sup>th</sup> ADMCSSP meeting.

If you have any questions please let me know.

Thanks,

**Emily Miller**

Project Coordinator

Sustainable Shared Prosperity Secretariat, Cross Sector Initiatives Branch

Economic Development Division | Ministry of Jobs, Trade and Technology

1810 Blanshard Street, Victoria, BC

Office: 778-698-1693

Email: [Emily.Miller@gov.bc.ca](mailto:Emily.Miller@gov.bc.ca)

[www.gov.bc.ca/economicdevelopment](http://www.gov.bc.ca/economicdevelopment)

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**From:** Mulloy, Eleanor PREM:EX  
**Sent:** Friday, July 20, 2018 12:24 PM  
**To:** JTT CSSP Secretariat JTT:EX  
**Subject:** Automatic reply: CABINET CONFIDENTIAL: ADMCSSP Meeting Materials

I am out of the office until Monday, July 30th.

Please contact Alison Wensink at 250-387-2987 or Keira Higgins at 250-356-2206 if you require immediate attention.

My email is not being monitored.



Page 17 of 25

Withheld pursuant to/removed as

s.22

## Shortt, Amanda PREM:EX

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**From:** Copage, Caitlin GCPE:EX  
**Sent:** August 23, 2018 3:26 PM  
**To:** Hold - 190327 - McColl, John-Michael JTT:EX; Cooling, Karen LBR:EX; Squance, Leah SDPR:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Sanford, Donna L GCPE:EX; Infante, James MCF:EX  
**Subject:** RE: Discussion - FWC  
**Attachments:** DRAFT - FWC - TOR.docx

Thanks so much, everyone – greatly appreciated!

I've attached an updated draft of the discussion doc for your reference and to replace the earlier version.

Best,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

---

**From:** McColl, John-Michael JTT:EX  
**Sent:** Thursday, August 23, 2018 12:46 PM  
**To:** Cooling, Karen LBR:EX; Squance, Leah SDPR:EX; Copage, Caitlin GCPE:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Sanford, Donna L GCPE:EX; Infante, James SDPR:EX  
**Subject:** RE: Discussion - FWC

Hey everyone, here's the TORs for the EETF

JM

---

**From:** Cooling, Karen LBR:EX  
**Sent:** Thursday, August 23, 2018 12:25 PM  
**To:** Squance, Leah SDPR:EX <Leah.Squance@gov.bc.ca>; Copage, Caitlin GCPE:EX <Caitlin.Copage@gov.bc.ca>; McColl, John-Michael JTT:EX <JohnMichael.McColl@gov.bc.ca>; Matthen, Sheila GCPE:EX <Sheila.Matthen@gov.bc.ca>; Farmer, Leila PREM:EX <Leila.Farmer@gov.bc.ca>  
**Cc:** Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>; Infante, James SDPR:EX <James.Infante@gov.bc.ca>  
**Subject:** RE: Discussion - FWC

Here is the TOR for the FWC

---

**From:** Squance, Leah SDPR:EX  
**Sent:** Thursday, August 23, 2018 11:52 AM  
**To:** Copage, Caitlin GCPE:EX; McColl, John-Michael JTT:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Cooling, Karen LBR:EX; Sanford, Donna L GCPE:EX; Infante, James SDPR:EX  
**Subject:** RE: Discussion - FWC

Thanks so much for the meeting, folks, and for bringing us together, Caitlin.

BI TOR attached FYI.

---

**From:** Copage, Caitlin GCPE:EX

**Sent:** Thursday, August 23, 2018 10:56 AM

**To:** McColl, John-Michael JTT:EX; Squance, Leah SDPR:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX

**Cc:** Cooling, Karen LBR:EX; Cheevers, Michael LBR:EX; Sanford, Donna L GCPE:EX

**Subject:** RE: Discussion - FWC

Hi all!

Looking forward the meeting in JM's office in a few minutes – I've made one minor correction to the document, and will bring printed copies for us to work from today.

Thank you,

Caitlin Copage

Senior Analyst, Policy and Consultation

Confidence and Supply Agreement Secretariat

[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)

p. 778-677-6651

## Shortt, Amanda PREM:EX

---

**From:** McColl, John-Michael JTT:EX  
**Sent:** August 23, 2018 12:46 PM  
**To:** Cooling, Karen LBR:EX; Squance, Leah SDPR:EX; Copage, Caitlin GCPE:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Sanford, Donna L GCPE:EX; Infante, James MCF:EX  
**Subject:** RE: Discussion - FWC  
**Attachments:** EETF - Terms of Reference (FINAL).pdf

Hey everyone, here's the TORs for the EETF

JM

---

**From:** Cooling, Karen LBR:EX  
**Sent:** Thursday, August 23, 2018 12:25 PM  
**To:** Squance, Leah SDPR:EX <Leah.Squance@gov.bc.ca>; Copage, Caitlin GCPE:EX <Caitlin.Copage@gov.bc.ca>; McColl, John-Michael JTT:EX <JohnMichael.McColl@gov.bc.ca>; Matthen, Sheila GCPE:EX <Sheila.Matthen@gov.bc.ca>; Farmer, Leila PREM:EX <Leila.Farmer@gov.bc.ca>  
**Cc:** Sanford, Donna L GCPE:EX <Donna.Sanford@gov.bc.ca>; Infante, James SDPR:EX <James.Infante@gov.bc.ca>  
**Subject:** RE: Discussion - FWC

Here is the TOR for the FWC

---

**From:** Squance, Leah SDPR:EX  
**Sent:** Thursday, August 23, 2018 11:52 AM  
**To:** Copage, Caitlin GCPE:EX; McColl, John-Michael JTT:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Cooling, Karen LBR:EX; Sanford, Donna L GCPE:EX; Infante, James SDPR:EX  
**Subject:** RE: Discussion - FWC

Thanks so much for the meeting, folks, and for bringing us together, Caitlin.

BI TOR attached FYI.

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**From:** Copage, Caitlin GCPE:EX  
**Sent:** Thursday, August 23, 2018 10:56 AM  
**To:** McColl, John-Michael JTT:EX; Squance, Leah SDPR:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Cooling, Karen LBR:EX; Cheevers, Michael LBR:EX; Sanford, Donna L GCPE:EX  
**Subject:** RE: Discussion - FWC

Hi all!

Looking forward the meeting in JM's office in a few minutes – I've made one minor correction to the document, and will bring printed copies for us to work from today.

Thank you,

Caitlin Copage  
Senior Analyst, Policy and Consultation

Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

## Shortt, Amanda PREM:EX

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**From:** Copage, Caitlin GCPE:EX  
**Sent:** August 23, 2018 10:56 AM  
**To:** Hold - 190327 - McColl, John-Michael JTT:EX; Squance, Leah SDPR:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Cooling, Karen LBR:EX; Cheevers, Michael LBR:EX; Sanford, Donna L GCPE:EX  
**Subject:** RE: Discussion - FWC  
**Attachments:** DRAFT - TOR Ideas - FWC.docx

Hi all!

Looking forward the meeting in JM's office in a few minutes – I've made one minor correction to the document, and will bring printed copies for us to work from today.

Thank you,

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

## Shortt, Amanda PREM:EX

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**From:** Copage, Caitlin GCPE:EX  
**Sent:** August 15, 2018 4:18 PM  
**To:** Hold - 190327 - McColl, John-Michael JTT:EX; Squance, Leah SDPR:EX; Matthen, Sheila GCPE:EX; Farmer, Leila PREM:EX  
**Cc:** Cooling, Karen LBR:EX; Cheevers, Michael LBR:EX; Sanford, Donna L GCPE:EX  
**Subject:** Discussion - FWC  
**Attachments:** DRAFT - TOR Ideas - FWC.DOCX

Hi all –

Just a heads up – I'll be looking for times in our calendars to set up an internal discussion around the Fair Wages Commission 3<sup>rd</sup> report.

The attached document is just meant to help us structure the next discussion with Sarah Miller, lead for GC staff on this file. One of our shared goals will be to ensure we're not duplicating work across other gov initiatives and to find synergies where possible. To support this goal, Karen was thinking it might make sense for the next discussion to include SDPR and JTT MAs.

Thanks – please give me a call if you have any questions.

- C

Caitlin Copage  
Senior Analyst, Policy and Consultation  
Confidence and Supply Agreement Secretariat  
[caitlin.copage@gov.bc.ca](mailto:caitlin.copage@gov.bc.ca)  
p. 778-677-6651

**From:** [Smollett, Debbie JTT:EX](#)  
**To:** [Dixon, Olivia PREM:EX](#)  
**Subject:** Re: Emerging Economy Task Force Meeting - Wednesday, November 28th 8:30AM - 1PM  
**Date:** November 27, 2018 6:34:44 PM

---

Thanks, one stand should be fine!

On Nov 27, 2018, at 18:23, Dixon, Olivia PREM:EX <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)> wrote:

Hi Debbie!

I just wanted to give you a heads up that one of our flip chart stands is broken, so we only have one stand at VCO for you to borrow. However, the flip charts are able to stand up on their own if you require more than one.

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** [604-775-1600](tel:604-775-1600) | **M:** [604-818-1484](tel:604-818-1484)  
**E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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----- Original message -----

**From:** "Smollett, Debbie JTT:EX" <[Debbie.Smollett@gov.bc.ca](mailto:Debbie.Smollett@gov.bc.ca)>  
**Date:** 2018-11-23 2:32 PM (GMT-08:00)  
**To:** "Dixon, Olivia PREM:EX" <[Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)>, "Roberts, Dianna JTT:EX" <[Dianna.Roberts@gov.bc.ca](mailto:Dianna.Roberts@gov.bc.ca)>  
**Cc:** "Anderson, Dianne S JTT:EX" <[Dianne.Anderson@gov.bc.ca](mailto:Dianne.Anderson@gov.bc.ca)>, "Loubert, Danny PREM:EX" <[Danny.Loubert@gov.bc.ca](mailto:Danny.Loubert@gov.bc.ca)>  
**Subject:** RE: Emerging Economy Task Force Meeting - Wednesday, November 28th 8:30AM - 1PM

Hello and happy Friday!

Attached is the list of attendees for the EETF meeting next Wednesday (9am to 1pm). Catering is being managed by [Potluck Catering](#) (604.609.7368) and they will arrive shortly after 8:30am to deliver coffee/tea/refreshments including some food. They will return again before noon to deliver lunch including sandwiches/salads/beverages. I understand their policy is next day pick up for items.

Confirming a few other things for the room set up:

- we have presentation materials and I understand we will be able to link our laptop to the system in the room (HDMI hook up)
- there will be 2 easels and flip charts set up in the room (or do we bring flip charts?)
- we expect 15 around the table



- we need a small table for staff to the side (for note taking/laptops will be set up) – 2 staff will be seated here

Questions:

1. Is there a polycom in the room? We have one member that would like to dial in.
2. And confirming, catering will be delivered and we need to have a table set up in the room (not outside the room) to accommodate?

My contact info on the day is by email or cell, 250 896-7507

Thank you so much for all of your assistance in organising our meeting!

---

**From:** Dixon, Olivia PREM:EX  
**Sent:** Tuesday, November 13, 2018 2:10 PM  
**To:** Roberts, Dianna JTT:EX  
**Cc:** Anderson, Dianne S JTT:EX; Loubert, Danny PREM:EX; Smollett, Debbie JTT:EX  
**Subject:** Emerging Economy Task Force Meeting - Wednesday, November 28th 8:30AM - 1PM

Hi Dianna!

As I mentioned on the phone, on Wednesday, November 28<sup>th</sup> the Emerging Economy Task Force will be meeting in the Executive Boardroom from 8:30AM – 1PM. The meeting starts at 9AM, so guests will start arriving at JTT around 8:30AM. Debbie Smollett (cc'd) will be the point of contact for this meeting. We will provide her with an access card so she is able to go back and forth at her convenience. Catering will also be delivered to JTT, to be set-up in the Executive Boardroom.

Debbie – Can you please cc Dianna and Dianne to your email when you send us the confirmed list of attendees as well as any information they will need regarding the catering delivery (ex. Company, order, time of delivery, etc.)

If you have any questions or concerns, please do not hesitate to contact me

Thank you!

Warmest regards,

**Olivia Dixon** | Administrative Assistant  
Vancouver Cabinet Office | Office of the Premier  
**P:** 604-775-1600 | **E:** [Olivia.Dixon@gov.bc.ca](mailto:Olivia.Dixon@gov.bc.ca)

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