



Ministry of Agriculture Transition Material 2020

MINISTRY OF AGRICULTURE TRANSITION BINDER

TABLE OF CONTENTS

A.	Ministry Profile
1.	PPT Presentation – Transition Overview
2.	Budget – 19/20 to 22/23
3.	Annual Service Plan 2020-2021
4.	Legislation Overview
5.	Map - Agriculture Staff Numbers/Location
B.	Ministry Operations
6.	Deputy Minister Tom Ethier
7.	Agri-Tech Land Use Secretariat Deputy Minister, Wes Shoemaker
8.	Agriculture Science, Policy and Innovation Division Assistant Deputy Minister – Jennifer McGuire
9.	Business Development Division Assistant Deputy Minister – Arif Lalani
10.	Corporate Services to the Natural Resource Ministries Assistant Deputy Minister and Executive Financial Officer – Wes Boyd
11.	Agricultural Land Commission CEO, Kim Grout
12.	BC Farm Industry Review Board Executive Director, Kirsten Pedersen
C.	Key Stakeholders
D.	Sector Analysis
13.	Agriculture and Food
14.	Aquaculture
E.	Issues Notes
15.	ALR (Crown Land, Treaty Implications, Housing, Economic Diversification)
16.	Agri-tech Innovation Strategy
16.1	Asian Giant Hornet
17.	FEED BC
18.	BUY BC
19.	GROW BC
20.	COVID Impact on Agriculture (Supply Chain, Labour and Staffing Pressures)
21.	DRIPA Implementation
22.	Salmon and Aquaculture Committees
23.	Invasive Species Management (in conjunction with FLNR and ENV)
24.	Labour
25.	Land Use/Economic Development in the North East (Cross Ministry Note– EMPR lead)

26.	Provincial Land Use Planning (Cross-Ministry Note FLNRORD lead)
27.	Rural Slaughter Modernization (Vision for the program and implementation of transition of administration to AGRI from Health authorities)
28.	Trade and Market Access
29.	Tribunal Remuneration Plans (TB Directive)
F	30/60/90 Decision Notes
30.	Town of Oliver – Gallagher Lake Siphon
31.	TFW Accommodation and Inspection Program
32.	Decision on Domestic Seasonal Labour Support for Communities in Okanagan
33.	B.C. Food Hub Network Expansion
34.	Cabinet Confidences; Advice/Recommendations
35.	Climate Preparedness and Adaptation Strategy (CPAS)
36.	BC Salmon Restoration and Innovation Fund Application Intake #2
37.	Decision on Next Steps for Modernization of Rural Slaughter Policy Direction and Engagement/Communications with Stakeholders (with input from the public consultation period on an Intentions Paper)
38.	Greenhouse Carbon Tax
39.	OIC on Residential flexibility on the ALR
40.	Fisheries Strategy - Decision on Fisheries Committee and Response to Cohen Recommendation 19 re: Aquaculture in Discovery Islands and Continued Implementation of BC Aquaculture 2022 Policy
G.	Order in Council Appointments Required within 90 Days
H.	Minister's Key Dates and Events
I.	Platform Analysis
J.	Cabinet Member's Reference Guide
41.	Introduction
42.	Cabinet Confidences; Advice/Recommendations
43.	Cabinet Processes
44.	Advice to Ministers
45.	Statutory Officers of the Legislature
46.	Statutory Decision Makers

Transition Overview

Ministry of Agriculture

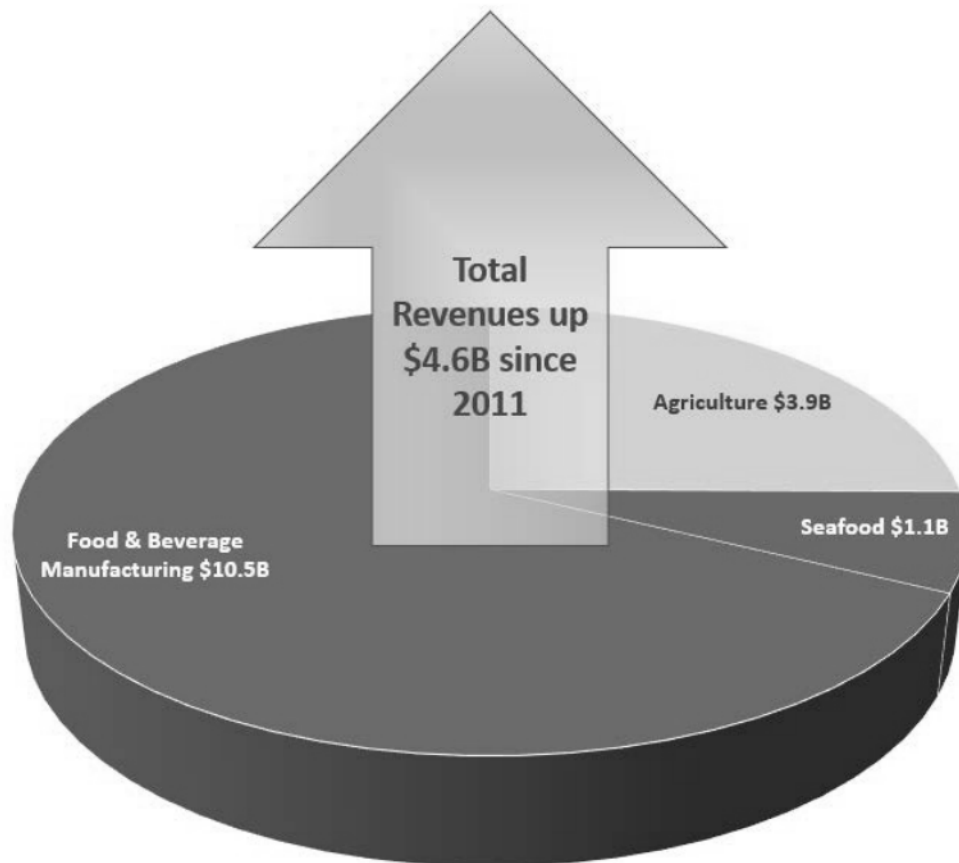
October 2020

Overview

- 1) Core Responsibilities and Programs
- 2) Upcoming Issues
- 3) Strategic Policy Discussion

Core Responsibilities and Programs

BC's Agrifood and Seafood Sector*



Key facts:

\$15.5B in sector revenues

\$4.7B in exports

200+ land-based commodities

100+ seafood commodities

66,000 jobs in communities
across BC

2020/21 – 2022/23 Service Plan

Service Plan Goals	Objectives	Performance Measures
Goal 1: Grow BC: Build sustainable production and help B.C. producers expand local food production	<ol style="list-style-type: none"> 1. Enhance services and supports to the agriculture, seafood and food and beverage sector 2. Protect the land base, animal, plant and human health through the agriculture and seafood sector 	<ol style="list-style-type: none"> 1. (a) Cumulative Number of Environmental Farm Plans (b) Number of attendees at succession planning events 2. Cumulative hectares (ha) of Agricultural Land Use Inventory
Goal 2: Feed BC: Build the availability, value and variety of B.C. food	<ol style="list-style-type: none"> 1. Increase the use of B.C. grown and processed foods by B.C. government facilities 2. Foster innovation in the agriculture, seafood and food and beverage sector 	<ol style="list-style-type: none"> 1. Number of B.C. government facilities that have increased their purchase of B.C. produced and/or processed foods 2. Cumulative number of regional Food Hubs established
Goal 3: Buy BC: Build consumer awareness and demand and help local producers market their products to grow their businesses	<ol style="list-style-type: none"> 1. Build and leverage a strong, recognizable Buy BC brand to help producers and processors expand sales and ensure consumers can easily identify local food and beverages 2. Help producers and processors expand sales in priority export markets 	<ol style="list-style-type: none"> 1. Annual value of domestic purchases of agriculture and seafood products (\$ billions) 2. Annual value of international agriculture and seafood exports (\$ billions)

Minister's Legislative Responsibilities

Highest Profile

- *Agricultural Land Commission Act*
- *Animal Health Act*
- *Farm Practices Protection Act(Right to Farm)*
- *Fish and Seafood Act*
- *Food and Agricultural Products Classification Act*
- *Natural Products Marketing Act*
- *Prevention of Cruelty to Animals Act*
- *Veterinarians Act*

Shared

- *Food Safety Act* (as it relates to slaughter)
- *Milk Industry Act* (as it relates to milk processing)
- *Local Government Act* (Right to Farm regulation)
- *Ministry of Forests and Range Act* (as it relates to ranching)
- *Special Accounts Appropriation and Control* (as it relates to government insurance payments under the Insurance for Crops Act)

Other

- *Farm Income Insurance Act*
- *Farmers and Womens Institutes Act*
- *Farming and Fishing Industries Development Act*
- *Insurance for Crops Act*
- *Livestock Act*
- *Livestock Identification Act*
- *Livestock Lien Act*
- *Ministry of Agriculture and Food Act*
- *Plant Protection Act*
- *Seed Potato Act*
- *Veterinary Drugs Act*

What We Do

Full range of responsibilities:

- Setting policies, regulations, and legislation
- Delivering funding programs
- Providing direct services (advising on sector growth, animal and plant health diagnostics, etc.)
- Leading relationships with stakeholders
- Intergovernmental relations with Minister of Agriculture and Minister of Fisheries and Oceans, as well as Canadian Food Inspection Agency
- Conducting compliance and enforcement, issuance of licences
- Emergency management response for farmers during disasters
- Data, analytics and reporting

Who We Are – Agriculture, Science and Policy Division

Branches:

- Corporate Governance, Policy and Legislation
- Plant and Animal Health
- Food Safety and Inspection

Division overview:

- 2020/21 Budget - \$16.6M
- 179 Full time staff

Who We Are – Corporate Governance, Policy and Legislation

Mandate: *Leads the ministry's policy and legislative development, assesses industry research and market trends, leads intergovernmental relations, and manages key federal/provincial initiatives*

Key Programs:

- Policy
- Legislation
- Intergovernmental Relations and Trade
- Seafood and Fisheries Policy
- Statistics and Corporate Program Management
 - Canadian Agricultural Partnership (CAP)
 - BC Salmon Restoration and Innovation Fund (BCSRIF)

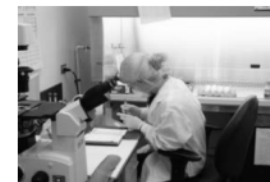
Staff primarily located in Victoria

Who We Are – Plant and Animal Health

Mandate: *Provides diagnosis and surveillance of plant and animal pests and diseases, identification of and response to emerging plant and animal diseases, and program delivery including licensing*

Key Programs:

- Animal Health Centre
- Plant Health Unit
- Livestock Health Management and Regulatory Unit



Staff primarily located in Abbotsford, with some in regional offices

Who We Are – Food Safety and Inspection

Mandate: *Work with industry participants and government partners to maintain public confidence in safety of food produced and processed in BC for consumption in BC through administration, compliance and enforcement of provincial legislation*

Key Programs:

- Meat Inspection Program
- Seafood Safety & Quality Unit
- Delivery of CAP Food Safety Programs

Staff located in Victoria, Abbotsford and across the province



Who We Are – Business Development Division

Branches:

- Business Risk Management
- Innovation and Adaptation Services
- Sector Development

Division overview:

- 2020/21 Budget - \$52.6M
- 199 Full time staff

Who We Are – Business Risk Management

Mandate: *Improves access to capital and enables investment by helping producers manage risks that cause income losses and lead to financial instability, including weather hazards, natural disasters, wildlife, diseases, pests and market declines*

Key Programs:

- AgriStability
- AgriInvest
- Production (crop) Insurance
- Agriculture Wildlife Compensation
- BC Bred Heifer and Feeder Loan Guarantee
- Western Livestock Price Insurance



Staff located in Kelowna and communities across the province

Who We Are – Innovation and Adaptation Services

Mandate: *Works to enhance agrifood and seafood sector growth, competitiveness, sustainability and adaptability. Provides expertise and support for: innovation, domestic and international marketing, management practices that promote agrifood systems that are environmentally sustainable and productive, traceability and creating and maintaining a positive regulatory climate with local government*

Key Programs:

- Market Development
- Resource Management
- Strengthening Farming
- Innovation
- Climate Action and Emergency Management



Staff operating out of Victoria, Abbotsford and other communities

Who We Are – Sector Development

Mandate: *Works directly with the agriculture, food processing and seafood sector in all areas of B.C. to build industry capacity by leading the ministry's agriculture business development, agroforestry, First Nations, new entrant and youth development initiatives. It maintains operations in all agriculture regions of the province to deliver frontline service on ministry programs and services through a network of regional agrologists and industry specialists. Provides professional agrologist support directly to producers, processors, fishers, local governments, Agricultural Land Commission and the Farm Industry Review Board*

Key Programs:

- B.C. Agri-Business Planning Program
- B.C. Indigenous Agriculture Development Program
- B.C. Land Matching Program
- Tree Fruit & Hazelnut Replant Program
- Industry Development Unit
- Regional Agrologist Network
- Fisheries and Aquaculture Clean Technology Adoption Program



Staff located throughout the Province

Farm Industry Review Board

Mandate: *An independent administrative tribunal with a responsibility for general supervision of the supply managed and regulated agricultural commodity boards in BC ensuring sound marketing policy in the public interest and works to resolve disputes in a timely manner by hearing and making decisions on regulated marketing appeals, farm practices complaints, SPCA animal custody and cost appeals*

Key Responsibilities:

- Supervise the supply managed and regulated agricultural commodity boards
- Signatory to various federal-provincial agreements.
- Quasi-judicial tribunal

Branch overview:

- 2020/21 Budget - \$1.4M
- 8 full time staff

Agricultural Land Commission

Mandate: *Government appointed Independent administrative tribunal responsible for preserving the Agricultural Land Reserve and encouraging farming as the number one priority, through the Agricultural Land Commission Act and the Agricultural Land Reserve Use and Subdivision Regulation*

Key Responsibilities:

- Considers applications to include & exclude land; and for subdivision and non-adhering residential, soil/fill and non-farm use in the ALR
- Ensure local government plans & bylaws are compatible & encourage farming in the ALR
- Enforce complaints of non-compliant activities in ALR

Organization Overview:

- 2020/21 Budget - \$4.9M
- 40 fully funded staff
- Tribunal is comprised of a Chair and members from the 6 regions
- Panels established by Chair

Other Partners

Statutory bodies:

- BC Wine Authority
- Industry Development Councils
- District Farmers/Women's Institutes

Authorized bodies:

- Society for the Prevention of Cruelty to Animals
- Certified Organics Association of BC

Funded organizations:

- Investment Agriculture Foundation
- Agriculture Research and Development Corporation

Canadian Agricultural Partnership (CAP) - Overview

- CAP is a \$3 billion federal/ provincial/ territorial investment to support agriculture from 2018-2023
 - In BC, estimated total shared investment is \$400.5M
 - Cost-shared 60:40
 - 3.65 FTE AGRI staff are funded by CAP
- There are 6 priority areas under CAP:
 - Markets and Trade;
 - Science, Research and Innovation
 - Risk Management
 - Environmental Sustainability and Climate Change
 - Value-Added Agriculture and Agri-Food Processing
 - Public Trust
- Preparation is underway for the next multilateral funding agreement for
Advice/Recommendations A Ministerial Policy Statement outlining the next priority areas is expected to be negotiated and announced in July 2021.

Upcoming Issues

30 Day Issues

- Town of Oliver – Gallagher Lake Siphon
- TFW Accommodation & Inspection Program
- B.C. Food Hub Network expansion
- Cabinet Confidences; Advice/Recommendations
- Buy BC Promotional videos
- Climate Preparedness and Adaptation Strategy
- November 2020 Federal/Provincial/Territorial Ministers and Deputy Ministers' Conference
- Decision on participation in DFO's 2025 salmon aquaculture transition plan committee

60 Day Issues

- Decision on future of BC salmon farm tenure moratorium in the Discovery Islands, in response to DFO Cohen Commission decision
- BC Salmon Restoration and Innovation Fund (BCSRIF) – Application Intake #2
- Modernization of Rural slaughter policy direction and engagement/communications with stakeholders
- Greenhouse Carbon Tax
- Agri-Tech Land Use Secretariat

90 Day Issues

- OIC on residential flexibility on the ALR

Strategic Policy Discussions

Things to think on in 2021 and beyond

- How do we change to adapt to COVID-19?
- Do we have the right level of ambition for economic growth?
- Do we need to do more to support labour in the sector?
- What is our trade strategy considering new US administration?
- What is next for our work with the seafood sector?
- What aspects of the Agricultural Land Reserve need further attention?

Labour

- For the past decade, long-term economic growth in the agriculture sector and shifting demographics have resulted in a growing constraint on agricultural labour.
- Labour needs have been met through a combination of B.C. residents, new technologies, increased use of Temporary Foreign Workers (TFWs), and transient domestic and international seasonal workers (domestic seasonal farm workers - DFWs).
- In light of potential impacts to food security and economic growth/stability (highlighted during COVID-19), the Ministry is reviewing its role and is developing a strategy.
- In addition to labour shortages, there are concerns about on-farm housing standards; sector clarity on TFW program rules and responsibilities; support for managed accommodations for DFWs (campgrounds); data gaps; planning for the 2021 season, and increased labour costs to the sector and province as a result of COVID-19.
- There are several federal and provincial labour partners:
 - Ministry of Jobs, Economic Development and Competitiveness
 - Ministry of Labor
 - Ministry of Advanced Education, Skills and Training
 - Department of Agriculture and AgriFood Canada
 - Economic Social Development Canada
 - Immigration, Refugee and Citizenship Canada

Trade

- Canada has ratified several agreements: the Canada, U.S., Mexico Agreement in 2020, the Comprehensive and Progressive Transpacific Partnership in 2018, and Canadian-European Economic and Trade Agreement in 2017.
- Since these ratifications, Government is focusing on market access issues; evaluating Government's trade policy supports and market development, and trade concessions compensation (e.g. dairy compensation) and agreement implementation (e.g. Tariff Rate Quota policy implementation).
- Current market access concerns:
 - U.S. Trade 201 Global Safeguard Investigation (GSI) into blueberries launched Sept 29, 2020
 - U.S Trade 332 Fact Finding Investigation into strawberries and bell peppers expected shortly
 - U.S. Trade 201 GSI into Raspberries for processing launched May 15, 2020
 - Chinese COVID-related import requirements and other trade irritants
 - Global focus on B.C.'s wine policies

Seafood and Fisheries Sectors

- Seafood, fisheries and aquaculture continue to be high profile.
- Funding for sector has come through \$142M B.C. Salmon Restoration and Innovation Fund (BCSRIF), and other DFO-BC cost shared funds, managed by AGRI
- Significant fisheries/aquaculture issues coming forward:
 - B.C. response to DFO's decision on Cohen Commission re: Discovery Islands Salmon Farming
 - Provincial approach to engagement with DFO on salmon and steelhead issues.
 - Decision on B.C. participation in federal commitment on 2025 transition plan for salmon farming
- Currently AGRI leads seafood business development, policy/IGR and BCSRIF for B.C.

Potential approaches for:

1. Mandate: stay the same; or strengthen AGRI role through CCFAM/IGR function.
2. Funding: Increase allocation to BCSRIF and consider options for 'BCSRIF 2.0'. Secure funding for remaining years of Canadian Fish and Seafood Opportunities Fund.
3. Resources: Realignment and centralization of ministry resources; or, enhanced capacity.

Agriculture Land Reserve

- ALR policy work focus includes:
 - Crown ALR Land
 - Treaty Implications
 - Housing
 - Economic Diversification
- ALR Steering Committee and ALR Technical Review Committee assist in collaborative, cross agency work on policy

Next Steps

Next Steps

1. Meetings with key stakeholders
2. Touch base with key provincial Ministers on:
 - Land-use: FLNRORD, MOE, MIRR, EMPR
 - Fisheries: FLNRORD, MOE, MIRR
 - Economic development: JEDC, JTST, MIT, MTICS (technology)
 - Key files: SBRTT (liquor), Health (food safety)
3. Calls with federal Ministers (DFO, AAFC)
4. Calendar key travel (FPT AGRI Ministers, CCFAM, trade missions)
5. Individual briefings on 30-60-90 issues
6. Branch-level program briefs (may want to visit Abbotsford and Kelowna offices)

Budget Update

Minister Briefing

November 2020

Ministry Budget 2019/20 – 2022/23 (\$000's)

	2019/20	2020/21	2021/22	2022/23
Ministry Operations				
Agriculture Science and Policy	18,919	16,634	16,861	16,861
Business Development	52,880	52,593	52,810	52,810
Farm Industry Review Board	1,348	1,364	1,378	1,378
Exec and Support Services	6,987	6,670	6,699	6,699
Ministry Operations Sub-Total	80,134	77,261	77,748	77,748
Agricultural Land Commission	4,873	4,943	5,001	5,001
Production Insurance Account	13,200	13,200	13,200	13,200
Ministry Total	98,207	95,404	95,949	95,949

Ministry Budget 2019/20 – 2022/23 (\$000's)

Changes from Budget 2019

	2019/20	2020/21	2021/22	2022/23
Budget 2019	98,207	98,897	98,897	98,897
Fiscal Adjustment		(4,316)	(4,316)	(4,316)
Salaries and benefits increase		823	1,368	1,368
Budget 2020	98,207	95,404	95,949	95,949
Changes from Budget 2019		-3.5%	-3.0%	-3.0%

Budget 2020 Highlights

- The full Ministry budget of \$95.4M in 20/21 is made up of the Ministry Operations vote, the ALC vote, and the Production Insurance special accounts.
- This is \$2.8M less than the 19/20 budget, mainly due to the fiscal adjustment (reduction), offset by negotiated wage increases and increases to GrowBC and FeedBC from budget 2019.
- The capital budget of Government
Financial
Information is for vehicles and specialized equipment.

Contingencies
2020/21 – 2022/23 (\$000's)

	2020/21	2021/22	2022/23
Salmon Restoration & Innovation Fund	857	Advice/Recommendations; Government Financial Information	
Increases for Wages and Benefits	258		
Total	\$1,115		

VOTE 52 Contingencies - Pandemic Response and Economic Recovery (\$000's)

	2020/21
Animal Care Facilities - Financial Support	15,000
Domestic Migrant AGRI Worker	1,617
AgriRecovery COVID-19 Response	15,000
<i><u>Economic Recovery Initiatives</u></i>	
Expanded Food Hubs (7)	5,600
On the Farm Top Up - Beneficial Management Practices	1,600
Product Innovation and Technical Adaptation Support	550
B.C. Lean for Food Processors / Food Safety	350
BC Branded Beef Processing	1,050
Provincial Replant Program (Raspberries)	90
New Entrant Land Matching Program	800
Total Economic Recovery	41,657

Ministry of Agriculture

2020/21 – 2022/23 SERVICE PLAN

February 2020



Minister Accountability Statement



The *Ministry of Agriculture 2020/21 - 2022/23 Service Plan* was prepared under my direction in accordance with the *Budget Transparency and Accountability Act*. I am accountable for the basis on which the plan has been prepared.

A handwritten signature in cursive script that reads "Lana Popham".

Honourable Lana Popham
Minister of Agriculture
February 1, 2020

Table of Contents

Minister Accountability Statement 2

Purpose of the Ministry 4

Strategic Direction 4

Performance Planning 5

Resource Summary 11

Appendix A: Agencies, Boards, Commissions and Tribunals..... 12

Purpose of the Ministry

The Ministry of Agriculture (the Ministry) is responsible for the production, marketing, processing and merchandising of agriculture and seafood products; the institution and carrying out of advisory, research, promotional, sustainability and adaptation, food safety and plant and animal health programs, projects and undertakings relating to agriculture and seafood; and the collection of information and preparation and dissemination of statistics relating to agriculture and seafood.

Agriculture is a key contributor to economic development and diversification across the Province, and is a main contributor to rural economic development and province-wide job creation, particularly for small businesses. The agriculture, seafood and food and beverage sector creates economic and social benefits for Indigenous groups and other underrepresented groups has the potential to attract provincial investment and contributes to workforce development and skills training.

The legal and regulatory environment that guides the work of the Ministry includes 30 statutes which relate wholly or primarily to the Ministry. A [complete list of legislation for which the Ministry is responsible](#) is available online.

Strategic Direction

The Government of British Columbia remains focused on its three strategic priorities: making life more affordable, delivering better services, and investing in a sustainable economy.

Ministries are actively working to provide quality, cost-effective services to British Columbia families and businesses. By adopting the Gender-Based Analysis Plus (GBA+) lens and Business and Economic Implications Framework to budgeting and policy development, Ministries will ensure that equity is reflected in budgets, policies and programs.

Additional key initiatives underpinning lasting prosperity in 2020/21 and beyond are the implementation of:

- A Framework for Improving British Columbians' Standard of Living which will provide the foundation for quality economic growth in our province and a pathway to a more inclusive and prosperous society,
- The *Declaration on the Rights of Indigenous Peoples Act* and the Truth and Reconciliation Commission Calls to Action, demonstrating support for true and lasting reconciliation, and
- The CleanBC plan, putting B.C. on the path to a cleaner, better future – with a low carbon economy that creates opportunities while protecting our clean air, land and water.

This 2020/21 service plan outlines how the Ministry of Agriculture will support the government's priorities, including selected action items identified in the [July 2017 Minister's Mandate Letter](#). Over the previous fiscal year, the Ministry of Agriculture made progress on these priorities by:

- Continuing to implement the *Grow BC*, *Feed BC*, and *Buy BC* framework.
- Supporting sustainable shared prosperity for a better B.C. by supporting B.C.'s agriculture, seafood and food and beverage processing sectors, encouraging consumption of B.C. products and building resiliency within the sector.

The following performance plan outlines how the Ministry of Agriculture will continue to track progress on key Mandate Letter commitments and other emerging government priorities.

Performance Planning

Goal 1: Grow BC: Build sustainable production and help B.C. producers expand local food production

In 2020/21, the Ministry will deliver a wide variety of programs and services to support farmers and processors to increase their production while enhancing the sustainability of their operations.

Objective 1.1: Enhance services and supports to the agriculture, seafood and food and beverage sector

Sustainability depends on farmers' access to clean water, clean air, and healthy soils, as well as farmers' actions related to environmental stewardship. The Ministry will provide services to help farmers take action on climate change and demonstrate environmental sustainability. Specifically, the Ministry will continue to support the Environmental Farm Plan program, through which farmers receive on-farm risk assessments and access cost-share funding to mitigate environmental risks. The Ministry will also work with farmers on services to demonstrate nutrient management, secure water rights through licensing and improve water management (irrigation and drainage), and other services to help farmers demonstrate environmental stewardship with water, air, soil and biodiversity resources. Services supported by the Ministry include the development of emergency response plans by communities, including farmers, to address environmental emergencies such as floods and wildfires. Climate change adaptation services include support for the creation of Regional Adaptation Strategies and implementation of regional adaptation projects as well as supporting on farm research to focusing on resilience to climate-related risks. The Ministry will continue to collaborate with partners in industry, local governments, research organizations and other government agencies to deliver on this mandate, and to contribute to a provincial Climate Preparedness and Adaptation Strategy.

Sustainable production also depends on having farmers actively managing the land, improving their efficiency and competitiveness, as well as increasing their resiliency and ability to adapt to change. The average age of British Columbia farmers is among the highest in Canada with only about seven percent of farms (1,179 out of 17,528) have a written succession plan. The Ministry's *New Entrant Strategy* addresses the significant barriers of entry to the sector, such as access to land, capital and knowledge. Specifically, the B.C. Land Matching program supports access to land through an online land listing, regional match making services and business readiness supports. Business and succession planning resources for existing producers planning their retirement or working to improve their efficiency and effectiveness is supported through webinars, workshops and cost-share funding for business coaching and planning.

Key Strategies:

- Support on-farm environmental risk assessments with the assistance of trained advisors.
- Provide funding to assist farmers changing farm practices to minimize environmental risks.
- Develop tools to help farmers and communities reserve or secure water, or to meet nutrient management requirements from government.
- Support climate adaptation and mitigation.
- Help new farmers access land and transitioning farms to the next generation.

Performance Measure	2019/20 Forecast	2020/21 Target	2021/22 Target	2022/23 Target
1.1a Cumulative Number of Environmental Farm Plans	5,400	5,600	5,800	6,000

Data source: B.C. Agricultural Research and Development Corporation.

Performance Measure	2019/20 Forecast	2020/21 Target	2021/22 Target	2022/23 Target
1.1b Number of attendees at succession planning events	212	250	250	250

Data Source: Ministry of Agriculture.

Linking Performance Measures to Objective:

Written succession plans identify family and/or non-family members as successors, support business continuity and the stability of the farm during transition, and increase the availability of opportunities to farms for new farmers entering the sector. The Ministry will present succession planning workshops, short courses, webinars in order to encourage and support producers as they plan for transition as well as create and connect new farmers to opportunities across the province.

Objective 1.2: Protect the land base, animal, plant and human health through the agriculture and seafood sector

Preservation of agricultural land is a provincial priority overseen by the Agricultural Land Commission. The Ministry of Agriculture is mandated with revitalizing the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC). In 2018, the Minister established an independent Advisory Committee to engage with stakeholders and the general public to provide Government with advice and guidance to support regulatory and administrative improvements. The first legislative changes were announced in 2018 and the Minister continues to benefit from the Advisory Committee's work.

The Ministry, in partnership with federal, provincial and local government agencies, delivers services and initiatives to manage food safety, and risks to plant and animal health. These services protect public health, contribute to maintaining public trust and support consumer confidence domestically and internationally in BC agriculture and seafood products.

Key Strategies:

- Revitalize the Agricultural Land Reserve and the Agricultural Land Commission.
- Complete the Agricultural Land Use Inventory (ALUI) process for the ALR by 2022.

Performance Measure	2018/19 Baseline	2019/20 Forecast	2020/21 Target	2021/22 Target	2022/23 Target ¹
1.2 Cumulative hectares (ha) of Agricultural Land Use Inventory	3.7M	3.9M	4.2M	4.6M	4.75M

Data Source: Ministry of Agriculture.

¹ Target for 2022/23 includes resurveys.

Linking Performance Measures to Objectives:

The Ministry supports the ALR and preservation of farm land by promoting a positive urban/agriculture environment, along with working to keep ALR land in production and supporting farmers looking to expand or improve their operations.

ALUIs collect comprehensive data about land use and land cover. These inventories generate information that facilitates support for the sector, informs land use planning, and measures change in land use patterns and practices over time. ALUIs also help advise emergency response for environmental disasters and animal health events.

The Food Safety Modernization Program will focus on outreach and oversight related to seafood and meat inspection, consolidating slaughter administration, and deploying technology for high performing clients and low-risk activities while maintaining B.C.'s high standards.

Goal 2: Feed BC: Build the availability, value and variety of B.C. food

Objective 2.1: Increase the use of B.C. grown and processed foods by B.C. government facilities.

The Ministry is working to deliver on Government's commitment to increase the purchase and use of B.C. grown and processed foods in B.C. government facilities such as hospitals, residential care facilities, public post-secondary institutions and others. The Ministry is actively working with government and industry partners to match the food needs and market opportunities of these facilities with B.C. food production and supply and production.

Key Strategies:

- Build demand in B.C. government facilities for more B.C. food.
- Build capacity of B.C. producers and processors to supply B.C. food to government facilities.
- Coordinate value chains to connect and match B.C. producers, processors and government facilities.
- Design, measure and report on performance.

Performance Measure	2018/19 Baseline	2019/20 Forecast	2020/21 Target	2021/22 Target	2022/23 Target
2.1 Number of B.C. government facilities that have increased their purchase of B.C. produced and/or processed foods.	55	114	165	195	215

Data Source: Ministry of Agriculture.

Linking Performance Measures to Objectives:

Tracking the number of B.C. government facilities that are increasing the purchase and use of B.C. grown and processed foods will allow the Ministry to track and report on the success of the range of Feed BC initiatives underway with industry and public sector stakeholders and partners.

Objective 2.2: Foster innovation in the agriculture, seafood and food and beverage sector

The Ministry encourages growth in the agriculture, seafood and food and beverage sector through programs that foster innovation, including the development of new products, processes or technologies. Innovation projects are designed to: enhance the ability of the sector to research, develop, pilot, commercialize and adopt technologies to enhance competitiveness, sustainability and profitability; accelerate business development; and provide access to participate in knowledge-transfer activities. The Ministry is leading developing of the BC Food Hub Network, in collaboration with industry, communities and post-secondary institutions, which aims to offer farmers and processors access to shared food innovation and processing facilities, including equipment and business support services.

Key Strategies:

- Support the development and commercialization of new products, practices, processes and technologies.
- Create a BC Food Hub Network to better support food processing and development and commercialization of new products throughout B.C.

Performance Measure	2017/18 Baseline	2019/20 Forecast ²	2020/21 Target	2021/22 Target	2022/23 Target
2.2 Cumulative number of regional Food Hubs established ¹	0	1	4	6	6

Data Source: Ministry of Agriculture.

¹ Established means launched/operational.

² Forecast for 2019/20 includes Commissary Connect, and future targets include Quesnel, Port Alberni, Surrey, and two additional hubs to be determined in 2020/21.

Linking Performance Measures to Objectives:

Monitoring the cumulative number of regional Food Hubs established will help the Ministry track progress and demonstrate momentum on the BC Food Hub Network – a commitment that will increase the processing and innovation capacity of the province.

Goal 3: Buy BC: Build consumer awareness and demand and help local producers market their products to grow their businesses

Objective 3.1: Build and leverage a strong, recognizable Buy BC brand to help producers and processors expand sales and ensure consumers can easily identify local food and beverages

The Ministry is committed to delivering an enhanced Buy BC marketing program to build consumer awareness and demand and help local producers market their products. A key component of the program is a strong Buy BC brand identifier that helps consumers recognize and seek out B.C. products. Making the choice to buy B.C. food and beverages directly supports local farmers, producers and processors, strengthens communities and ensures that future generations of British Columbians can depend on a safe, secure supply of local food.

Key Strategies:

- Enhance consumer recognition of the Buy BC brand.
- Deliver Buy BC programming including retail promotions, restaurant promotions and cost-shared partnership activities.
- Build the local food literacy of British Columbians.

Performance Measure	2017/18 Baseline ¹	2019/20 Forecast	2020/21 Target	2021/22 Target	2022/23 Target
3.1 Annual value of domestic purchases of agriculture and seafood products (\$ billions)	6.4	6.9	7.1	7.4	7.7

Data Source: BC Stats Estimates

¹ The baseline figure has been adjusted based on updated data from BC Stats to more accurately reflect the state of the sector.

Linking Performance Measures to Objectives:

Buy BC is intended to encourage the purchase of B.C. agriculture and seafood commodities by British Columbians through enhanced communication, advertising and promotional activities, cost-shared funding programs and local food literacy initiatives. The Ministry continues to monitor the annual value of domestic products as one of many indicators that provide insight into purchasing behaviors that it looks to impact through programs such as BuyBC.

Objective 3.2: Help producers and processors expand sales in priority export markets

The Ministry supports the expansion of export sales through the delivery of a suite of market development programs and services aimed at ensuring the agriculture and seafood sector has the knowledge, skills and resources to effectively capitalize on emerging market opportunities. By expanding international markets, the Ministry contributes to sustainable, long-term growth for B.C.'s agriculture and seafood sector and economic growth and job creation across the province.

Key Strategies:

- Deliver market development initiatives to expand export sales.
- Deliver cost-shared programming to enhance the ability of the agriculture and seafood sector to access and expand international markets and build marketing skills capacity and market intelligence.

Performance Measure	2017/18 Baseline ¹	2019/20 Forecast	2020/21 Target	2021/22 Target	2022/23 Target
3.2 Annual value of international agriculture and seafood exports (\$ billions)	4.1	4.7	5.0	5.2	5.5

Data Source: Statistics Canada

¹ The baseline figure has been revised based on updated 2018 export data to more accurately reflect the sector.

Linking Performance Measures to Objectives:

This performance target demonstrates the value of B.C.'s international marketing strategy and ability of producers and processors to export to priority markets, by measuring the overall value of B.C.'s agriculture and seafood exports. This performance measure tracks approximately 700 B.C. agriculture and seafood product exports to 149 markets, including those destined for B.C.'s top five markets: the United States, China, Japan, South Korea and Hong Kong. B.C.'s top ten exports include Atlantic salmon; food preparations for manufacturing and natural health products; baked goods and cereal products; blueberries; mushrooms; crab; alfalfa, grass seed, fodder and animal feeds; plants, bulbs and flowers; pork products; and chocolate and cocoa products.

Resource Summary

Core Business Area	2019/20 Restated Budget ¹	2020/21 Estimate	2021/22 Plan	2022/23 Plan
Operating Expenses (\$000)				
Agriculture Science and Policy	18,919	16,634	16,861	16,861
Business Development	52,880	52,593	52,810	52,810
BC Farm Industry Review Board	1,348	1,364	1,378	1,378
Executive and Support Services	6,987	6,670	6,699	6,699
Sub-Total	80,134	77,261	77,748	77,748
Agricultural Land Commission	4,873	4,943	5,001	5,001
Production Insurance Special Account	13,200	13,200	13,200	13,200
Total	98,207	95,404	95,949	95,949
Ministry Capital Expenditures (Consolidated Revenue Fund) (\$000)				
Executive and Support Services	763	691	691	691
Total	763	691	691	691

¹ For comparative purposes, amounts shown for 2019/20 have been restated to be consistent with the presentation of the 2020/21 Estimates.

* Further information on program funding and vote recoveries is available in the [Estimates and Supplement to the Estimates](#).

Appendix A: Agencies, Boards, Commissions and Tribunals

Agricultural Land Commission

The Provincial Agricultural Land Commission (ALC) is the independent administrative tribunal dedicated to preserving agricultural land and encouraging farming in BC. The ALC is responsible for administering the Agricultural Land Reserve (ALR), a provincial land use zone where agriculture is the primary land use taking place on the limited agricultural land base.

British Columbia Farm Industry Review Board

The British Columbia Farm Industry Review Board (the Board) is an independent administrative tribunal that operates at arm's-length from government. As the regulatory tribunal responsible for the general supervision of BC regulated marketing boards and commissions, the Board provides oversight, policy direction and decisions to ensure orderly marketing and to protect the public interest. In its adjudicative capacities, the Board provides a less formal system than the court for resolving disputes in a timely and cost-effective way.

The Marketing Boards and Commissions include:

BC Broiler Hatching Egg Commission

BC Chicken Marketing Board

BC Cranberry Marketing Commission

BC Egg Marketing Board

BC Farm Industry Review Board

BC Hog Marketing Commission

BC Milk Marketing Board

BC Turkey Marketing Board

BC Vegetable Marketing Commission

Agriculture Legislation Overview

Act	Details
<p><i>Agricultural Land Commission Act</i></p> <ul style="list-style-type: none"> • Agricultural Land General Regulation • Agricultural Land Reserve Use Regulation • Agricultural Land Reserve Transitional Regulation 	<p>The Act defines the Agricultural Land Reserve (ALR) and establishes the Agricultural Land Commission (ALC) with the following purposes:</p> <ul style="list-style-type: none"> • to preserve agricultural land; • to encourage farming on agricultural land in collaboration with other communities of interest; • to encourage local governments, First Nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies. <p>The Act describes the Commission's procedures for determining when land is included in or exempted out of the Agricultural Land Reserve, when agricultural lands may be subdivided, and for approval of non-farm use or non-adhering residential use of agricultural land. Applications for non-farm use and subdivision of agricultural land may be delegated to public bodies or First Nations governments where the lands are within their respective jurisdictions.</p>
<p><i>Animal Health Act</i></p> <ul style="list-style-type: none"> • Animal Products and Byproducts Regulation • Bee Regulation • Enforcement Regulation • Fur Farm Regulation • Game Farm Regulation • Laboratory Fees Regulation • Livestock Licensing Regulation • Poultry Health and Buying Regulation • Reportable and Notifiable Disease Regulation 	<p>The <i>Animal Health Act</i> enables government to:</p> <ul style="list-style-type: none"> • apply effective control measures to a larger number of reportable and notifiable animal diseases; • inspect animals, animal products and byproducts; • protect certain data and information; • make orders for the management of disease, or for the seizure and destruction of animals, animal products and byproducts to control the spread of a disease; • license a variety of operators engaged in business that relate to animals, animal products or animal byproducts. • place greater accountability on persons responsible for animals to ensure that on-farm practices prevent the occurrence and spread of disease; • work with industry and other governments to monitor animal health and to participate in health management and research programs.

Act	Details
<p><i>Farm Income Insurance Act</i></p> <ul style="list-style-type: none"> • Farm Income Plans Regulation 	<p>The Act enables the establishment and administration of farm income plans, which are voluntary participation programs for British Columbia farmers designed to provide for the payment of money to reduce losses caused by price fluctuations such as low market return and escalating input costs.</p>
<p><i>Farm Practices Protection (Right to Farm) Act</i></p> <ul style="list-style-type: none"> • British Columbia Farm Industry Review Board Regulation • Specialty Farm Operations Regulation 	<p>The Act ensures that farmers can farm in the agricultural land reserve by protecting them from nuisance lawsuits, nuisance bylaws and prohibitive injunctions when they are using normal farm practices. A board is established to deal with complaints about farm practices, including the ability to order a farmer to improve or to stop poor farm practices. The board builds on an existing peer review process to investigate and attempt to resolve disputes before hearings are held.</p>
<p><i>Farmers and Womens Institutes Act</i></p> <ul style="list-style-type: none"> • Farmers and Womens Institutes Act Regulation 	<p>Farmers' and Women's Institutes are rural organizations concerned with most aspects of farming industry and society from a community agriculture point of view. The Act describes the objects for which farmers' and women's institutes may be incorporated and provides a process for incorporation. It authorizes the appointment of a Superintendent of Farmers' Institutes.</p>
<p><i>Farming and Fishing Industries Development Act</i></p> <ul style="list-style-type: none"> • Blueberry Industry Development Fund Regulation • British Columbia Salmon Marketing Council Regulation • British Columbia Wine Grape Council Regulation • Cattle Industry Development Council Regulation • Dairy Industry Development Council Regulation • Grain Industry Development Fund Regulation • New Tree Fruit Varieties Development Council Regulation • Raspberry Industry Development Council Regulation • Woodlot Product Development Council Regulation 	<p>The purpose of this Act is to enable producers of commodities of the farming and fishing industries to collect levies approved by the Lieutenant Governor in Council. The Minister establishes a council to administer the levy fund and apply those funds to promote and benefit their industries.</p>

Act	Details
<p><i>Fish and Seafood Act</i></p> <ul style="list-style-type: none"> • Fish and Seafood Licensing Regulation • Enforcement Regulation 	<p><i>Minister of Agriculture is responsible for the Act except as it relates to licensing respecting the growing of aquatic plants and the harvesting of wild aquatic plants.</i></p> <p>The Act ensures that any fish or aquatic plants that may be distributed to the public for human consumption meet food safety standards. The Act enables a licensing regime, and creates an inspection and enforcement system to ensure licence holders are complying with the Act and with any terms or conditions of their licence. A range of punitive options ranging from administrative penalties to criminal charges are available. The Act also outlines record keeping and reporting requirements, and allows for reassessment, reconsideration and review of orders. The Minister is authorized to designate licensing officers, reviewing officers and inspectors.</p>
<p><i>Food and Agricultural Products Classification Act</i></p> <ul style="list-style-type: none"> • Egg Grading and Standards Regulation • Enforcement Regulation • Organic Certification Regulation • Wines of Marked Quality Regulation 	<p>This Act provides a grading and classification system for food and agricultural products produced or distributed in B.C. based on quality, physical attributes or method of production. The Act also allows for the creation of protected labels for prescribed products, such as requiring certification to be able to use the word “organic” in the marketing of organic products. The purpose of these provisions is to support and strengthen consumer confidence and decision-making. The Act also contains provisions for inspector appointments, duties and responsibilities, reporting and record-keeping requirements, and compliance and enforcement.</p>
<p><i>Food Safety Act</i></p> <ul style="list-style-type: none"> • Meat Inspection Regulation 	<p><i>(The Minister of Agriculture is responsible for the Act as it relates to food establishments where animals are slaughtered for food purposes.)</i></p> <p>The Act requires operators of food establishments to be responsible for ensuring that their food is safe for human consumption. The Act provides for a licensing system for food establishments, and for the summary suspension or amendment of the licence if the operation of a food establishment poses a risk to human health or safety. Standards for establishments are set out in regulations. The appointment and powers of inspectors are described, including the ability to prohibit sales of</p>

Act	Details
	<p>food where operators have not complied with regulations. An inspector can seize and destroy food that is contaminated or unfit for human consumption and the minister may order a recall of such food that has been sold or distributed.</p>
<p><i>Insurance for Crops Act</i></p> <ul style="list-style-type: none"> Continuous Crop Insurance Regulation 	<p>The Act empowers the Minister to enter into a crop insurance agreement with the federal government. Under this agreement, it also authorizes the establishment and administration of schemes of crop insurance in the province and the establishment of a crop insurance fund.</p>
<p><i>Livestock Act</i></p> <ul style="list-style-type: none"> Livestock Regulations Pound Districts Regulation 	<p>The Act:</p> <ul style="list-style-type: none"> permits establishment of livestock districts where, with minor exceptions, livestock may run at large within the district boundaries; permits the establishment of Bull Control areas, which under the direction of a Bull Control Committee determine the number, breed, breeding, quality and age of bulls allowed to run at large within the area; permits the establishment of pound districts to allow keepers, peace officers and others to capture of animals at large within a specified area, and allows for the sale of unclaimed impounded animals and the reimbursement of the keeper. <p>A Livestock Notice is also published under the Act, although it is not a regulation. It sets out bull control areas, livestock districts and pound districts.</p>
<p><i>Livestock Identification Act</i></p> <ul style="list-style-type: none"> Livestock Identification Regulation 	<p>The Act allows the livestock industry to establish a system for registration of brands in the province, for brand inspection and for the transfer of brands. The Act describes the powers of inspectors and includes a requirement to keep records of livestock transactions and to present such records to inspectors upon request.</p>
<p><i>Livestock Lien Act</i></p>	<p>The Act creates a possessory lien in favour of every keeper of a livery, boarding or sale stable and every agistor of cattle holding any livestock or effects. An agistor is a person that feeds or pastures an animal for a fee. The lien on the livestock or effects left with them by their owners is for the value or price of food, care,</p>

Act	Details
	attendance or accommodation furnished for the livestock.
<p><i>Local Government Act</i></p> <ul style="list-style-type: none"> • Right to Farm Regulation 	<p><i>The Minister of Agriculture is responsible for s. 481 (1) and 551 – 554.</i></p> <p>The provisions dealing with farm bylaws are the administrative responsibility of the Minister responsible for the Farm Practices Protection Act. These sections allow for the setting of provincial standards for local government (land use and farm) bylaws; enable the development of special bylaws for farming; and direct that local government bylaws be reviewed in relation to the provincial standards.</p>
<p><i>Milk Industry Act</i></p> <ul style="list-style-type: none"> • Dairy Plant Exception Regulation • Milk Industry Standards Regulation 	<p><i>The Minister of Agriculture is responsible for s. 12 as it relates to bulk tank milk grader licences, and the remainder of the Act</i></p> <p>The Act ensures the safety and quality of all milk and milk products by requiring certification of dairy farms and licensing of dairy plants. The Act also ensures that all milk sold comes from certified dairy farms and that all milk processed into dairy products, with the exception of raw milk used in the production of certain specialty cheeses, is pasteurized. The Act also outlines the role of the B.C. Milk Marketing Board in determining payment to milk producers. The Act is supported by the Milk Industry Standards regulation which details standards for cleanliness and quality during all phases of milk production and processing.</p> <p>The Minister of Agriculture issues bulk tank milk grader licences; the Minister of Health issues licences for persons operating or working in dairy plants.</p>
<p><i>Ministry of Agriculture and Food Act</i></p>	<p><i>The Minister of Agriculture is responsible for the Act except section 3 as that provision relates to the portfolio of the Minister of Forests, Lands, Natural Resource Operations and Rural Development in relation to the treatment of the North American Gypsy Moth.</i></p> <p>Although the Ministry has changed names several times, this Act describes the purposes and functions of the Ministry, which include matters relating to:</p>

Act	Details
	<ul style="list-style-type: none"> the production, marketing, processing and merchandising of agricultural products and food; the institution and carrying out of advisory, research, promotional or education extension programs, projects or undertakings relating to agriculture and food; and the collection of information and preparation of statistics relating to agriculture and food and the dissemination of these statistics as the Minister considers advisable. <p>The Act also empowers the Minister to enter into agreements with other governments.</p>
<i>Ministry of Forests and Range Act</i>	<p><i>s. 4(d)(ii) and (e) as those provisions relate to the portfolio of the Minister of Agriculture</i></p> <p>This section of the Act relates to government's responsibility to encourage an efficient and competitive ranching sector.</p>
<p><i>Natural Products Marketing (B.C.) Act</i></p> <ul style="list-style-type: none"> British Columbia Broiler Hatching Egg Scheme British Columbia Chicken Marketing Scheme, 1961 British Columbia Cranberry Marketing Scheme, 1968 B.C. Egg Marketing Board Powers and Duties Regulation No. 1 B.C. Egg Marketing Board Powers and Duties Regulation No. 3 British Columbia Egg Marketing Scheme, 1967 British Columbia Hog Marketing Scheme British Columbia Milk Marketing Board Regulation British Columbia Turkey Marketing Scheme British Columbia Vegetable Scheme Natural Products Marketing (B.C.) Act Regulations 	<p>The Act provides for a system of Schemes for individual commodities to promote, control and regulate production, transportation, packing, storage and marketing of natural products in the province, including prohibition of that production, transportation, packing storage and marketing in whole or in part. The Act provides for the constitution of marketing boards and commissions under the Schemes, and provides them powers vested by the Lieutenant Governor in Council. A supervisory and appellate Board, the British Columbia Marketing Board, is also created under the Act.</p> <p>There is no B.C. Egg Marketing Board Powers and Duties Regulation No. 2</p>

Act	Details
<p><i>Plant Protection Act</i></p> <ul style="list-style-type: none"> • Bacterial Ring Rot Regulation • Blueberry Maggot Control Regulation • Domestic Bacterial Ring Rot Regulation • Golden Nematode Regulation • Little Cherry Control Regulation • Gypsy Moth Regulation responsibility of FLNRD • Japanese Beetle Regulation 	<p><i>The Minister of Agriculture is responsible for the Act except as it relates to the treatment of the North American Gypsy Moth.</i></p> <p>The Act provides for the prevention of the spread of pests destructive to plants in British Columbia including the powers of inspectors and the authority to establish quarantine areas.</p>
<p><i>Prevention of Cruelty to Animals Act</i></p> <ul style="list-style-type: none"> • Prevention of Cruelty to Animals Regulation • Sled Dog Standards of Care Regulation • Cattery and Kennel Regulation • Animal Care Codes of Practice Regulation 	<p>The Act ensures the humane treatment of animals by providing a legislative mandate for the Society for the Prevention of Cruelty to Animals in British Columbia. It outlines the membership, the constitution and powers of the society including the inspection powers of their officers, rights of seizure and disposal or sale of animals taken into custody. The Act identifies standards of care for animals, requirements for transporting animals, and duties of operators of regulated activities involving animals. The Act provides for specific protection of service animals, and prohibits baiting and fighting of animals.</p>
<p><i>Seed Potato Act</i></p> <ul style="list-style-type: none"> • Cariboo Certified Seed Potato Control Area Regulation • Pemberton Certified Seed Potato Control Area Regulation • Seed Potato Regulation 	<p>The Act facilitates the growing of certified seed potatoes; provides for the constitution of seed potato control areas, appointment of seed control committees (the functions, powers and duties); and places restriction of growth of any but seed of a variety prescribed by the committee in a seed potato control area.</p>
<p><i>Special Accounts Appropriation and Control Act</i></p>	<p><i>The Minister of Agriculture is responsible for s. 9.2.</i></p> <p>This section of the Act allows for the creation of a special account known as the Production Insurance Account that is used to fund government insurance payments under the Insurance for Crops Act.</p>
<p><i>Veterinarians Act</i></p>	<p>The Act provides a legislative framework for those practicing veterinary medicine in the province to regulate their qualifications, registration, standards of conduct and practice, and conduct investigations and disciplinary proceedings when required. The British Columbia Veterinary Medical Association is continued as the College of Veterinarians of British Columbia. The College may make bylaws, some of which must be</p>

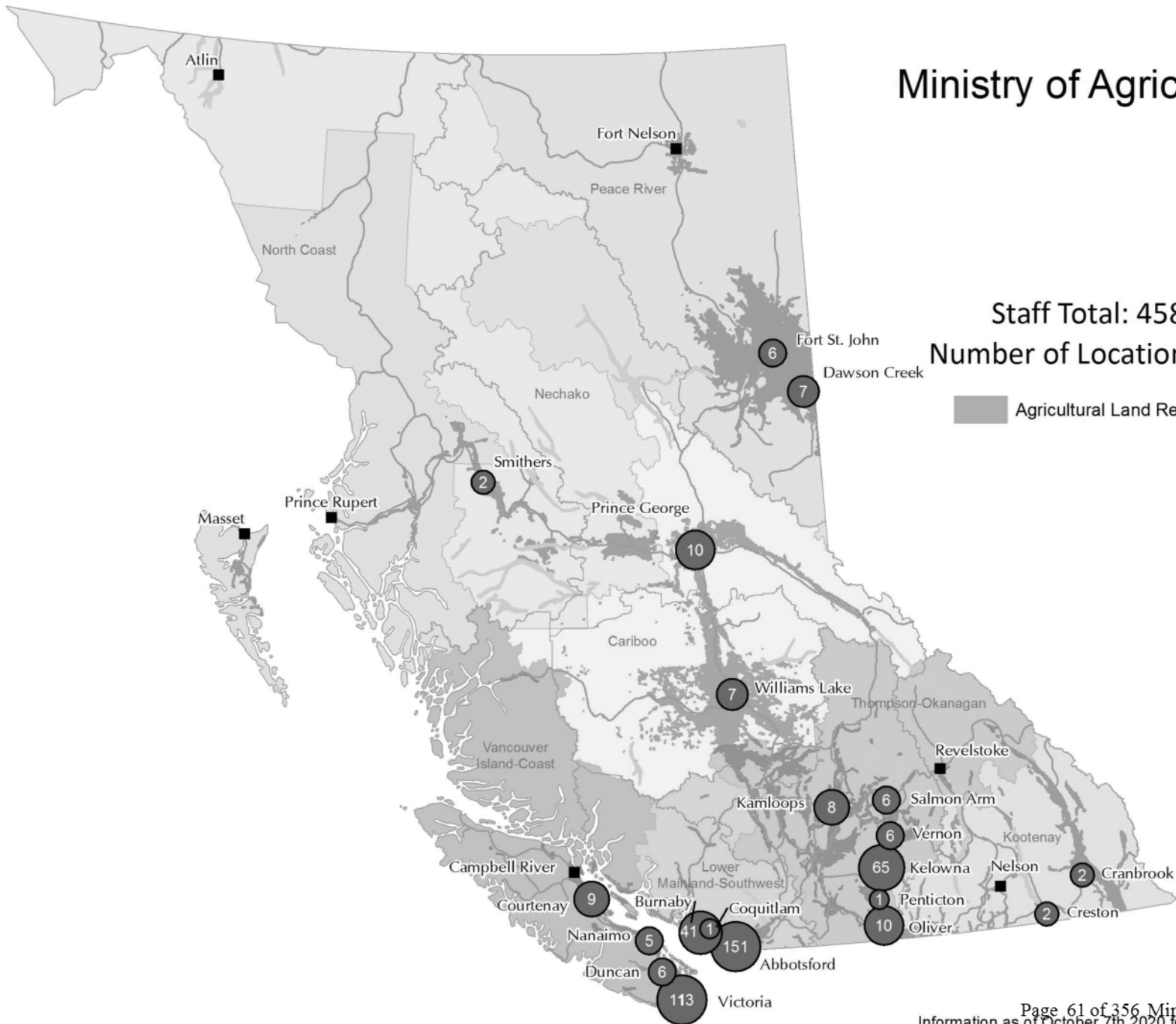
Act	Details
	approved by registrants. The College may certify technicians and establish bylaws related to the practice of aspects of veterinary medicine by technicians.
<i>Veterinary Drugs Act</i> <ul style="list-style-type: none"> • Veterinary Drug and Medicated Feed Regulation 	The Act restricts the sale and manufacture of medicated feeds and veterinary drugs except by a pharmacist or a veterinarian licensed under this Act. The Act also allows for the inspection of premises on which medicated feeds or veterinary drugs are manufactured, the Minister may prohibit the use of certain drugs if considered to be dangerous to a person or animal.

Ministry of Agriculture

Staff Total: 458

Number of Locations: 20

 Agricultural Land Reserve



MINISTRY PROFILE

Ministry:

Agriculture is a key contributor to economic development and diversification across the Province and is a main contributor to rural economic development and province-wide job creation, particularly for small businesses. The agriculture, seafood and food and beverage sector creates economic and social benefits for Indigenous groups and other underrepresented groups has the potential to attract provincial investment and contributes to workforce development and skills training.

Ministry Mandate:

- Revitalize the Agriculture Land Reserve and the Agricultural Land Commission for the 21st century
- Establish Grow B.C. to help young farmers access land, and support fruit and nut growers and processors to expand local food production
- Initiate Feed B.C. to increase the use of B.C.-grown and processed foods in hospitals, schools, and other government facilities
- Bring back an enhanced Buy B.C. marketing program to help local producers market their products, and work with local producers to expand market access in the rest of Canada and abroad
- Work with growers, processors, colleges and universities, as well as the Minister of Advanced Education and the Minister of State for Trade, to develop a B.C. Food Innovation Centre to innovate in the processing, packaging and marketing of B.C. food products, linking local food producers with new technology, and expanding exports and access to world markets

Budget:

Core Business Area	2019/20 Restated Budget ¹	2020/21 Estimate	2021/22 Plan	2022/23 Plan
Operating Expenses (\$000)				
Agriculture Science and Policy	18,919	16,634	16,861	16,861
Business Development	52,880	52,593	52,810	52,810
BC Farm Industry Review Board	1,348	1,364	1,378	1,378
Executive and Support Services	6,987	6,670	6,699	6,699
Sub-Total	80,134	77,261	77,748	77,748
Agricultural Land Commission	4,873	4,943	5,001	5,001
Production Insurance Special Account	13,200	13,200	13,200	13,200
Total	98,207	95,404	95,949	95,949

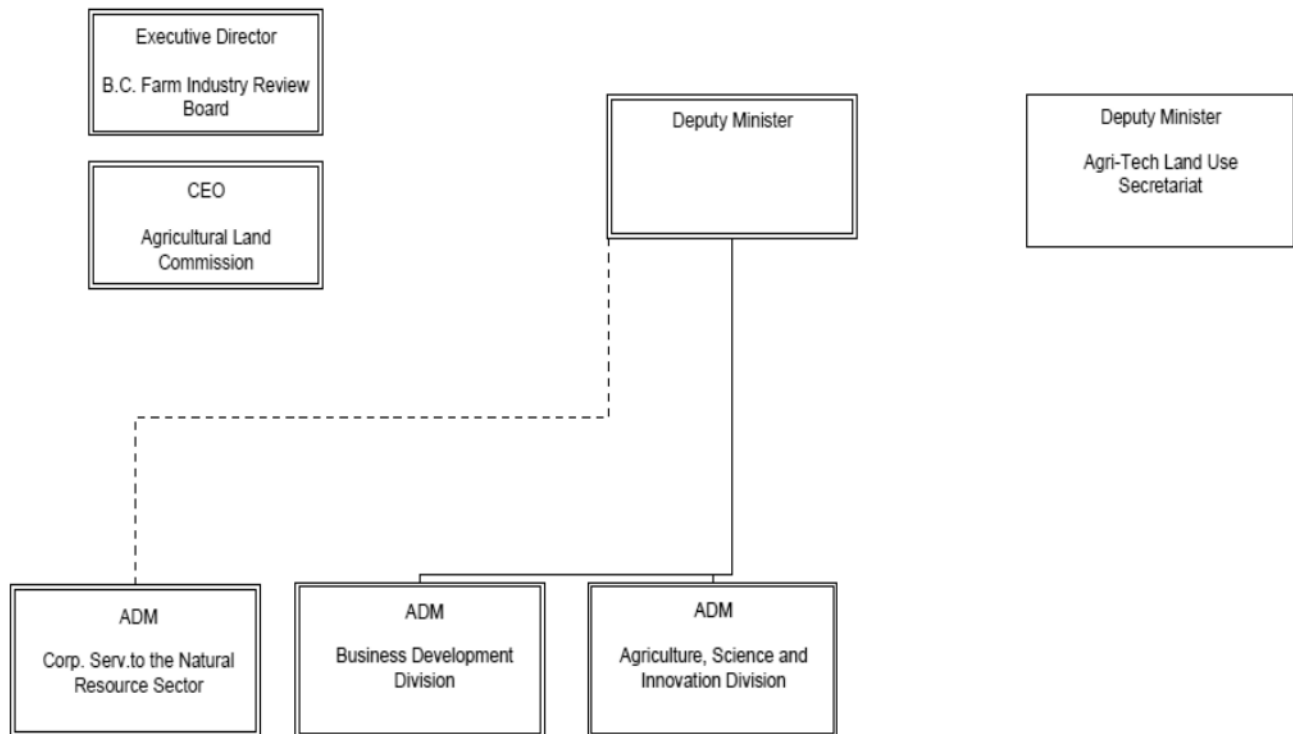
Core Business Area	2019/20 Restated Budget ¹	2020/21 Estimate	2021/22 Plan	2022/23 Plan
Ministry Capital Expenditures (Consolidated Revenue Fund) (\$000)				
Executive and Support Services	763	691	691	691
Total	763	691	691	691

¹ For comparative purposes, amounts shown for 2019/20 have been restated to be consistent with the presentation of the 2020/21 Estimates.

* Further information on program funding and vote recoveries is available in the [Estimates and Supplement to the Estimates](#).

Full Time Equivalents (FTEs): 438

Executive Organizational Chart:



EXECUTIVE MEMBER BIOGRAPHY
Deputy Minister Tom Either



Tom Ethier was appointed the Deputy Minister of Agriculture on May 4, 2020.

Tom began his career with the BC Public Service in 1992, when he was hired as provincial biodiversity inventory specialist. In 1996, he moved to the Okanagan region and held positions as a non-game biologist, big game biologist, and section head for Fish and Wildlife. In 2004, he returned to Victoria as Deputy Director of Fish and Wildlife, and in 2007 he became Director.

After four years, Tom moved to the Ministry of Aboriginal Relations and Reconciliation as a Chief Negotiator. In 2012, the call of stewardship drew him back, and he was appointed the Assistant Deputy Minister of the Resource Stewardship Division at the Ministry of Forests, Lands, Natural Resource Operations and Rural Development.

Tom earned his Bachelor's and Master's degrees in biology from the University of Victoria.

Personal Information

CORE BUSINESS / PROGRAM AREAS / BUSINESS PROCESSES

Agri Tech Land Use Secretariat
DM Responsible: Wes Shoemaker

The Agri-tech Land Use Secretariat (ALUS) was established under the leadership of Deputy Minister Shoemaker in May 2020 in order to help support the growth and development of the emerging agri-tech (agriculture technology) sector in BC. Recognizing that agriculture and agri-tech remain cross-jurisdictional areas of responsibility, and agri-tech is an emerging sector, there is a high degree of collaboration with industry, academia and ministries; the Secretariat plays a coordination and outreach role to identify and provide recommendations to government to address barriers to the growth of the agri-tech sector.

The Minister of Agriculture provided direction to the ALUS, under a project charter and workplan in May 2020. The ALUS was specifically tasked with leading outreach and engagement to help find a place to grow the agri-tech sector, in response to recommendations made by the Food Security Task Force in *The Future of BC's Food System* in January 2020. The Secretariat has led extensive dialogue with industry stakeholders and identified a number of land use policy barriers inhibiting the growth the agri-tech sector. Through work to date, the Secretariat has developed strategic options for government that may help inform future response to COVID-19 economic recovery and food security in the Province.

Budget:

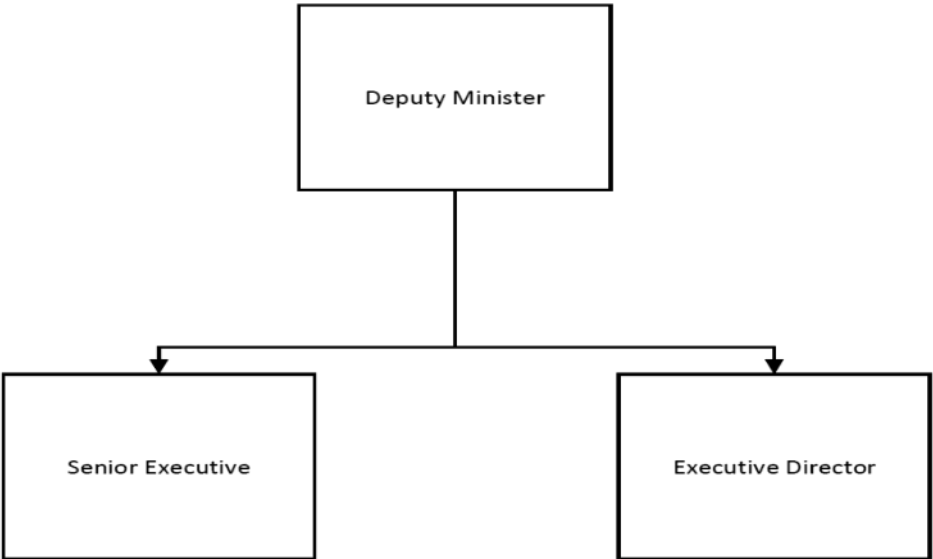
The Secretariat includes four unfunded positions, with staff on temporary assignments, reporting to Deputy Minister Wes Shoemaker. The staff assigned to the Secretariat are being funded by their home ministries (AGRI, JEDC, FLNR) temporarily (TA end dates between December 2020 and March 2021). A provisional budget for 2020/21 is provided under the Ministry of Agriculture.

Full Time Equivalents (FTEs): 5

Related Legislation:

The legal and regulatory environment that guides the work of the Ministry includes 30 statutes which relate wholly or primarily to the Ministry. A complete list of legislation for which the Ministry is responsible is available online: <https://www.bclaws.ca/civix/document/id/amr/amr/1135179498>

Organizational Chart:



EXECUTIVE MEMBER BIOGRAPHY
Deputy Minister Wes Shoemaker



My career has always been about safety. A safe environment, a safe food supply, public safety.

On May 1, 2020, I was appointed as the Deputy Minister, Agri-tech Land Use Secretariat to lead the planning and engagement associated with Recommendation #4 in the Food Security Task Force report titled the “Future of BC’s Food System”. This role follows from my appointment on July 18, 2017 (for a second time) as the Deputy Minister responsible for the Ministry of Agriculture.

Prior to this, I had served for four and a half years as the Deputy Minister for Environment, a ministry focused on protecting our climate, our water, our wilderness and our public.

Before Environment, I served as Deputy Minister for Agriculture and for the Ministry of Public Safety and Solicitor General, the ministry responsible for government’s emergency management, road safety and consumer protection programs.

As Deputy Minister for Public Safety, I led the Integrated Public Safety planning and service delivery for the extremely successful 2010 Olympic Games.

From 1998 to 2006, I was the City of Winnipeg Fire & Paramedic Chief where I led a major service integration of the former fire and ambulance departments. Prior to this appointment, I served for an additional 17 years in a variety of roles including Deputy Chief, Fire Investigator, Fire Dispatcher and Firefighter/Emergency Medical Technician.

CORE BUSINESS / PROGRAM AREAS / BUSINESS PROCESSES

Agriculture Science, Policy and Innovation Division

ADM Responsible: Jennifer McGuire

The Agriculture Science, Policy and Innovation Division (ASPID) is responsible for all the research, policy, legislation, and intergovernmental relations required to build a competitive and profitable agrifood and seafood sector, as well as for maintaining compliance with federal-provincial agreements, leading corporate and cross-ministry initiatives such as labour, and ensuring commodity-based food safety and plant and animal health via inspection, surveillance and diagnostic services. The Division:

- plans, establishes, and ensures program compliance with federal-provincial trade agreements, manages IGR function, leads development of research, policy and legislation related to a competitive and profitable agriculture sector, leads corporate initiatives related to business transformation, and the labour program which supports temporary foreign workers and domestic seasonal workers;
- improves public health protection, consumer and retail confidence in the safety of BC meat, seafood and agrifood products, and supports producers and processors to meet demand for BC agri-food products through inspection and regulatory compliance, education and awareness, surveillance, risk assessment, and development of policy, programs and strategies to address identified risks; and
- provides surveillance, diagnostic services, and management systems including licensing and inspection to monitor and improve plant and animal health, protect public health, and for the creation and delivery of industry initiatives including research and innovation

ASPID is comprised of three branches:

- Corporate Governance, Policy and Legislation
- Food Safety and Inspection
- Plant and Animal Health

Budget:

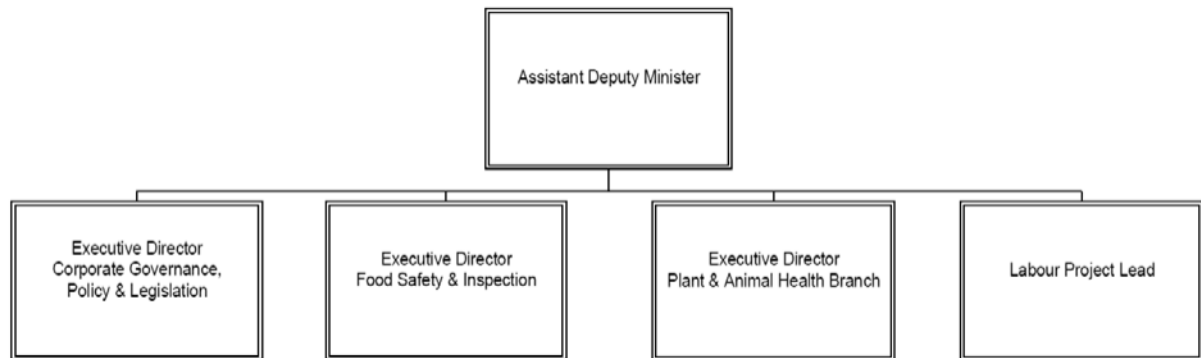
Core Business Area	2019/2020 Restated Estimates ¹	2020/21 Estimates	2021/22 Plan	2022/23 Plan
Operating Expenses (\$000)				
Agriculture Science and Policy	18,919	16,634	16,861	16,861

Full Time Equivalents (FTEs): 179

Related Legislation:

The legal and regulatory environment that guides the work of the Ministry includes 30 statutes which relate wholly or primarily to the Ministry. A complete list of legislation for which the Ministry is responsible is available online: <https://www.bclaws.ca/civix/document/id/amr/amr/1135179498>

Organizational Chart:



EXECUTIVE MEMBER BIOGRAPHY
Assistant Deputy Minister Jennifer McGuire



Jennifer McGuire, P.Ag. was appointed the Assistant Deputy Minister in the Ministry of Agriculture, Agriculture Science, Policy and Innovation Division (ASPID) on May 11, 2020.

Since joining the provincial government in 1991 in the Prince George regional ENV office, Jennifer has held various positions in several regions within the Environmental Protection(EP) Division including inspector, Pesticide Officer, Environmental Quality Section Head, and Regional Environmental Protection Manager.

In 2007, she stepped away from EP and moved into the Environmental Stewardship Division with the Ministry of Environment where she was the Lower Mainland Environmental Stewardship and Parks & Protected Areas Regional Manager responsible for fish and wildlife management, species at risk, flood hazard management, and parks management. In 2010, the provincial government created the integrated natural resources ministry - Forest Lands and Natural Resource Operations where, she was the Director of Resource Management, South Coast. In 2011, she returned to Environmental Protection as the Executive Director for the Regional Operations Branch where she led the development of the first Area Based Management Plan under the Environmental Management Act to address degraded water quality in the Elk Valley; and the environmental response and remediation following the Mount Polley Tailings Impoundment breach.

Previously, Jennifer was the Assistant Deputy Minister in the Environmental Sustainability and Strategic Policy Division with the Ministry of Environment and Climate Change Strategy.

She is a graduate of the University of Waterloo, a member of the BCIT Ecological Restoration advisory committee, a Professional Agrologist, as well as a past-President with the BC Institute of Agrologists.

CORE BUSINESS / PROGRAM AREAS / BUSINESS PROCESSES

Business Development Division
ADM Responsible: Arif Lalani

The Business Development Division (BDD) provides for provincial and federal-provincial agricultural risk management programs, insurance schemes and funding of programs and trusts; regional sector support in emergency management; support for agrifood industry growth, agrifood business development, youth development, agroforestry, and promotion of public support for the agriculture food sector. It also funds initiatives related to strengthening farming programs, including partnerships with industry, local governments and others to manage land use planning, resolve management issues and identify opportunities. BDD provides for agri-environmental initiatives supporting program development, addressing environmental risks to and from the sector; development of beneficial management practices; innovation and domestic and international marketing programs; is the primary contact for climate action initiatives; and, is responsible for the development and implementation of a fully functional premise identification registry that is interoperable with the national traceability system.

The Business Development Division is comprised of three branches:

- Business Risk Management Branch
- Innovation and Adaptation Services Branch
- Sector Development Branch

Budget:

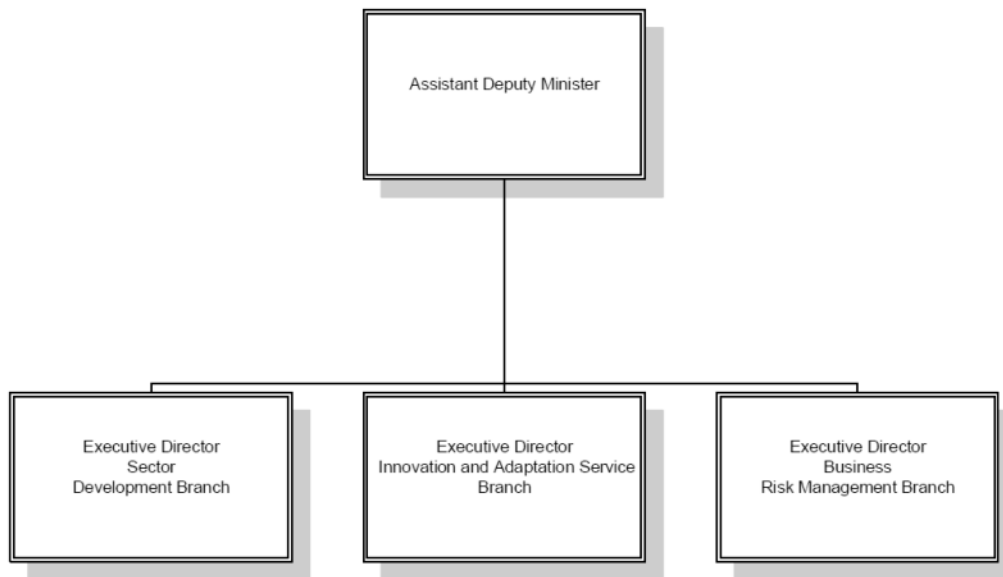
Core Business Area	2019/2020	2020/21	2021/22	2022/23
	Restated Estimates ¹	Estimates	Plan	Plan
Operating Expenses (\$000)				
Business Development	52,880	52,593	52,810	52,810

Full Time Equivalents (FTEs): 199

Related Legislation:

The legal and regulatory environment that guides the work of the Ministry includes 30 statutes which relate wholly or primarily to the Ministry. A complete list of legislation for which the Ministry is responsible is available online: <https://www.bclaws.ca/civix/document/id/amr/amr/1135179498>

Organizational Chart:



EXECUTIVE MEMBER BIOGRAPHY
Assistant Deputy Minister Arif Lalani



Arif Lalani has been the Assistant Deputy Minister of the Business Development Division with the Ministry of Agriculture since September 2015.

The Business Development Division is responsible for providing provincial and federal-provincial agricultural risk management programs and funding of programs and trusts, as well as regional sector support in business development, youth development, and innovation and technology.

Arif has a Bachelor's of Arts (Major Political Science and Minor in Economics) and a Master's in Public Administration from the University of Victoria. Arif comes from the Ministry of Children and Family Development, where he was the Executive Director of Provincial Services within the Policy and Provincial Services Division.

Arif has a proven track-record of success in managing very complex, diverse and politically sensitive programs. This has earned Arif the distinction, through leadership reviews, of being an executive that possesses credibility, seeks collaboration and builds strong relationships. Arif's approach to strategic leadership is focused on excellent ethics and integrity, pragmatism in approaching change management, and maintaining a mindset geared to achieving results.

Personal Information

CORE BUSINESS / PROGRAM AREAS / BUSINESS PROCESSES

Division: Corporate Services for the Natural Resource Ministries

ADM Responsible: Trish Dohan / Wes Boyd

Corporate Services for the Natural Resource Ministries (CSNR) is a unique corporate services organization providing services for approximately 6,200 natural resource ministry employees in over 150 locations throughout the province, serving the five natural resource ministries.

CSNR's services are as follows:

Client Services

- Finance – Budget, forecast and financial analysis/reporting and support; expenditure, revenue and recovery processing and reporting for FLNRORD and ENV;
- Fleet and Assets – Planning, analysis, reporting, maintenance and procurement;
- Facilities – Workspace accommodation, project and issue management; and
- Business Continuity and Security – Planning, response and recovery assistance for business disruptions and physical security issues.

Financial Services

- Financial planning and reporting;
- Financial operations, accounting and systems;
- Financial policy, compliance and procurement; and
- Revenue management.

Strategic Human Resources

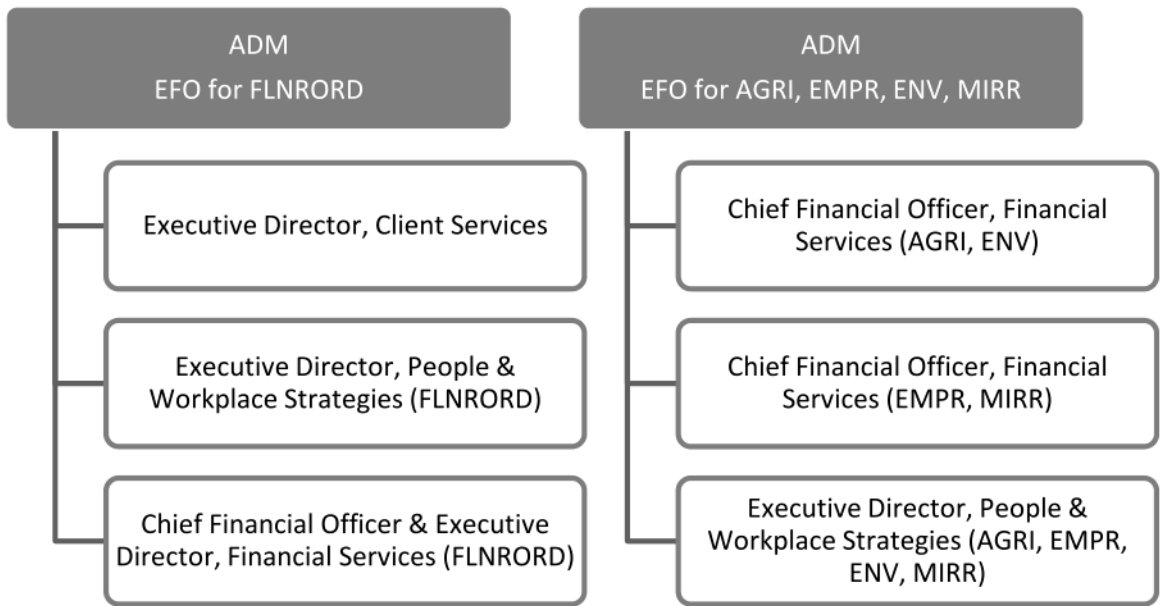
- Workforce Planning – Identify, plan and develop ministry-specific people priorities to meet our ministries' business goals. Examples include ministry workforce plans, succession plans, and recruitment and retention strategies. This also includes workforce analytics and reporting;
- Organizational Effectiveness – Provide tailored support and strategies to address workforce issues, improve employee engagement and enhance business results. Examples include leadership development, staffing strategies, team building, change management, recognition, assessment tools; and
- Corporate HR Initiatives – Provide strategic advice and support for ministry-level implementation of corporate HR initiatives that are active across the BC Public Service. Examples include the Work Environment Survey, special employment programs, and diversity and inclusion actions.

Budget Government
Financial

Full Time Equivalents (FTEs): 344

Related Legislation: N/A

Organizational Chart:



EXECUTIVE MEMBER BIOGRAPHY



Wes Boyd reports to the Chair of the Deputy Ministers' Committee Natural Resources and is one of two ADM/EFOs responsible for Corporate Services for the Natural Resource Ministries (CSNR). Wes is the Executive Financial Officer for the Ministries of Indigenous Relations and Reconciliation; Agriculture; Energy, Mines and Petroleum Resources, and Environment and Climate Change Strategy (including Environmental Assessment Office). Wes is the lead for the Financial Services Branch for the Natural Resource Ministries; and the People and Workplace Strategies Branch supporting the above Ministries.

Wes was appointed ADM and EFO for all Natural Resource Ministries other than Forests, Lands and Natural Resource Operations effective April 4, 2016.

Wes joined CSNR from the Ministry of Technology, Innovation and Citizen Services where he was the ADM of Logistics and Business Services. His responsibilities in that position included procurement and supply services, and administration of the *Freedom of Information and Protection of Privacy Act*, on behalf of all ministries.

Wes started his career in the public service in 1989 in the Ministry of Social Services. He has worked in a variety of roles for the Ministries of Health, Employment and Investment, Finance and Treasury Board Staff, Healthy Living and Sport, Olympic Games Secretariat, and Technology, Innovation and Citizen's Services. Wes also worked at Partnerships BC and BC Ferry Services Inc.; and was the provincial representative on the Community Social Services Employers' Association (CSSEA) Board of Directors.

Wes has a Bachelor of Arts degree in Economics and a Master of Public Administration from the University of Victoria.

Personal Information

CORE BUSINESS / PROGRAM AREAS / BUSINESS PROCESSES

Agricultural Land Commission (ALC)

Chief Executive Officer: Kim Grout

The purposes of the ALC as set out in Section 6 of the Agricultural Land Commission Act are:

- a) to preserve agricultural land;
- b) to encourage farming in collaboration with other communities of interest; and
- c) to encourage local governments, First Nations, the government and its agents to enable and accommodate farm use of agricultural land and uses compatible with agriculture in their plans, bylaws and policies.

The work of the ALC is carried out by up to 19 Commission members appointed from six administrative regions of the province who are collectively the board of directors of the ALC. The Chair of the Commission is appointed by Order in Council of Cabinet and all other members of the Commission are appointed by Ministerial Order. Candidates for the appointment are chosen based on merit and their knowledge in matters related to agriculture, land use planning, local government and first nations government as set out in section 5(1) of the ALC Act. Appointments to the ALC are managed by the Crown, Agencies and Board Resourcing Office (CABRO).

The Full Commission consisting of all members of the board, meet twice a year to carry out a variety of duties, including: developing policies governing ALC operations and the interpretation of legislation, passing resolutions and bylaws regarding the conduct of its affairs, recommending legislative and regulatory changes to government, determining Agricultural Land Reserve (ALR) boundaries, approving strategic and business planning initiatives, and considering issues of provincial importance.

The Executive Committee, consisting of the Chair and Vice Chairs appointed by the Chair are responsible for making determinations on Chair directed reconsiderations pursuant to section 33.1 of the ALC Act, deciding on applications of provincial importance, hearing enforcement appeals, and exercising any other functions delegated by the Commission. The Executive Committee meetings are scheduled as needed. The Commission on average adjudicates (decides) on between 500 -700 applications, appeals and requests for reconsideration each year. The vast majority of these appeals and applications, involve requests to conduct activities not permitted by regulation in the ALR.

The Chair of the Commission has the authority to establish panels of 2 or more members to decide on applications to the ALC based on administrative region, type of application, panel member expertise or any other criteria established by the Chair, as provided for in s. 11 of the ALCA.

The Chair of the Commission has appointed 7 decision-making panels, one for each of the six administrative regions in the province, that are responsible for deciding applications received in those regions for subdivision, non-farm use, exclusion, inclusion, and non-adhering residential use, and one panel that decides on soil and fill use applications for the entire province. At the discretion of the chair, a member of one panel may also serve on more than one panel, and or the Chair may also serve on a panel, if quorum or member expertise warrants. For information on current panel appointments click the following link: [Chair Directive - Establishment of Panels for the Purposes of Determining Applications](#)

Panel workload is managed by the ALC Chair and referred to the panels at the Chair's discretion. Commission panels are appointed to decide applications, carry out site visits, meet with local governments and other stakeholders to discuss land use planning matters, ALC policy and emerging issues. The work of the Commission is conducted in person and remotely, either online or video/teleconference out of its office in Burnaby and across the province as needed.

Budget:

Core Business Area	2019/2020	2020/21	2021/22	2022/23
	Restated Estimates ¹	Estimates	Plan	Plan
Operating Expenses (\$000)				
Agricultural Land Commission	4,873	4,943	5,001	5,001

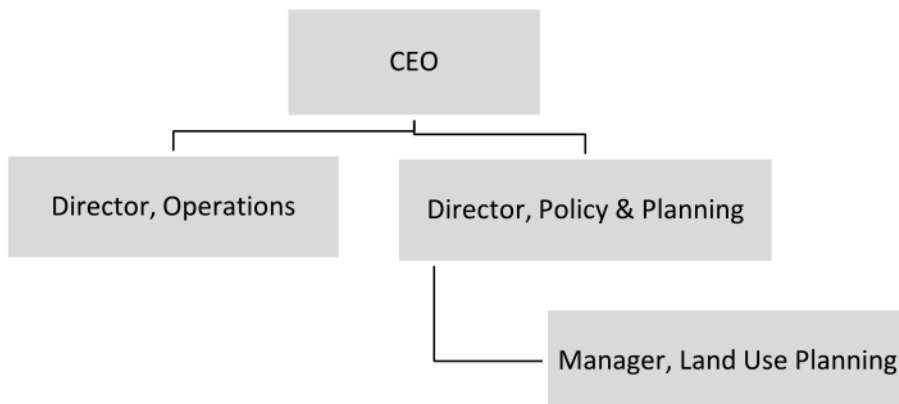
Full Time Equivalents (FTEs): 40

Related Legislation:

Agricultural Land Commission Act.

The legal and regulatory environment that guides the work of the Ministry includes 30 statutes which relate wholly or primarily to the Ministry. A complete list of legislation for which the Ministry is responsible is available online: <https://www.bclaws.ca/civix/document/id/amr/amr/1135179498>

Organizational Chart:



EXECUTIVE MEMBER BIOGRAPHY
Chief Executive Officer ALC, Kim Grout



A leader with extensive experience in local government operations, a bachelor of science degree in agriculture from the University of British Columbia, as well as professional certification as a registered professional agrologist and a registered professional planner, has been appointed as chief executive officer (CEO) of the Agricultural Land Commission.

Kim Grout began her duties as the commission's CEO on December 14, 2015.

Prior to her appointment, Kim served the City of Pitt Meadows for 11 years, in roles including chief administrative officer (CAO), deputy CAO and director of operations and development service. Grout also has worked for the cities of Maple Ridge and Abbotsford.

In addition to her degree in agriculture, Kim has completed training in strategic management at the UBC Sauder school of business, and municipal administrative training institute programs at Capilano University.

The Provincial Agricultural Land Commission is an independent administrative tribunal dedicated to preserving agricultural land and encouraging farming in British Columbia.

CORE BUSINESS / PROGRAM AREAS / BUSINESS PROCESSES

B.C. Farm Industry Review Board (BCFIRB)

Executive Director: Kirsten Pedersen

The BCFIRB is an independent administrative tribunal that operates at arm's length from government. BCFIRB's statutory mandates include hearing appeals and complaints as well as supervising B.C.'s regulated agricultural commodity boards and commissions.

BCFIRB's responsibilities include:

- General supervision of B.C.'s agricultural commodity boards
- Being a signatory to formal federal-provincial cooperation agreements in regulated marketing
- Conducting farm practices studies
- Hearing appeals of agricultural commodity board decisions
- Hearing appeals related to certain BCSPCA animal custody decisions
- Hearing farm practices complaints from persons disturbed by odour, noise, dust or other disturbances arising from agriculture or certain aquaculture operations

Where it is suitable, BCFIRB promotes early dispute resolution through mediation, facilitation or other processes. BCFIRB decisions are final and conclusive but may be judicially reviewed by, or appealed to, the Supreme Court of British Columbia. BCFIRB processes and procedures can be reviewed by B.C.'s Office of the Ombudsperson, providing an additional layer of accountability.

Budget:

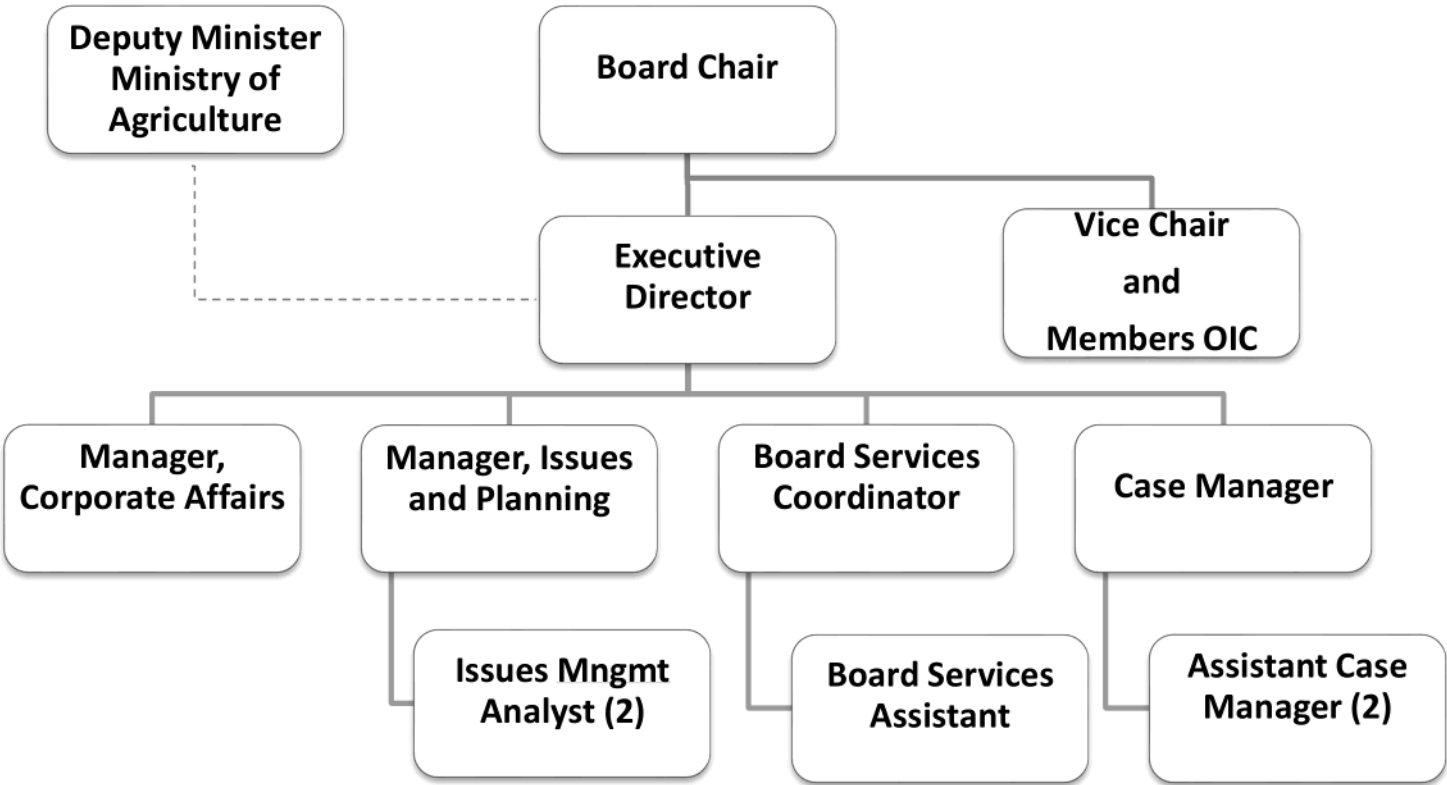
Core Business Area	2019/2020	2020/21	2021/22	2022/23
	Restated Estimates ¹	Estimates	Plan	Plan
Operating Expenses (\$000)				
BC Farm Industry Review Board	1,348	1,364	1,378	1,378

Full Time Equivalents (FTEs): 8

Related Legislation:

- The Natural Products Marketing (B.C.) Act
- The Farm Practices Protection (Right to Farm) Act
- The Prevention of Cruelty to Animals Act
- The Administrative Tribunals Act

Organizational Chart:



EXECUTIVE MEMBER BIOGRAPHY
Executive Director, Kirsten Pedersen



Kirsten joined the BC Farm Industry Review Board (BCFIRB) as the Executive Director in June 2016. Kirsten holds a Bachelor of Arts and a Master of Public Administration from the University of Victoria and has been with the BC Public Service since 1990, having over 30 years of experience in areas including policy and legislation, operations and regulatory oversight and board governance. Kirsten spent over twenty years with the Ministry of Transportation in different roles, including Executive Director of both the South Coast and Northern Regions, and as the Executive Director of Policy and Legislation. Kirsten has worked with a broad range of agencies and stakeholders across many different industries, sectors and levels of government. Personal Information

Personal Information

MINISTRY OF AGRICULTURE
KEY STAKEHOLDERS

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Agriculture Council (BCAC)	Stan Vander Waal, President C: 604-847-4000 Reg Ens, Executive Director C: 604-996-0082 svanderwaal@rainbow.ca reg@bcac.bc.ca	BC Agriculture Council is a non-profit, non-governmental "Council of Associations" representing nearly 30 farm associations that in turn generate 96% of provincial farm gate sales. In partnership with industry and government, BCAC facilitates the delivery of programs and services.	<ul style="list-style-type: none"> Issues identified by the member organizations Resources for COVID19 including labour
AGRI	BC Cattlemen's Association	Renee Ardill, President Kevin Boon, GM C: 250-320-3611 info@cattlemen.bc.ca bccattle@cattlemen.bc.ca	The British Columbia Cattlemen's Association (BCCA) has been the official voice of cattle ranchers throughout British Columbia since 1929. the Association membership is approx 1,200 ranchers. BCCA represents 72% of the provincial cattle herd.	<ul style="list-style-type: none"> Crown Range and forage plan; landscape level planning Water storage and dams Support for building BC Beef brand (project continues to move forward)
AGRI	BC Association of Cattle Feeders	Bryan Walton, President C: Personal bwalton@cattlefeeders.ca Andrea Van Iterson, Executive Director C: 250-371-7756 Personal Information	The BC Association of Cattle Feeders (BCACF) represents cattle feeders and producers regarding issues relating to all aspects of the industry.	<ul style="list-style-type: none"> BRM programming and improvements (BCACF) US border remaining open and access to US markets for cattle (BCACF)

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Breeder and Feeder Association	Linsey Gilson beavrlly@telus.net T: 250-992-8483	The BCBFA BC Breeder and Feeder Association was formed in 1998 and represents the feeder and breeder associations in British Columbia operating under the BC Provincial Government Loan Guarantee Program. The feeder and breeder programs are administered by local associations incorporated under the Cooperative Association's Act.	<ul style="list-style-type: none"> Prescribed livestock inspection areas (BCBFA) – May 2020 letter to Minister that did not receive response
AGRI	BC Blueberry Council (BCBC)	Anju Gill, Executive Director T: 604-864-2117 anju@bcblueberry.com Jack Bates, Chair T: 604-968-5907 Personal Information	The BC Blueberry Council represents over 600 blueberry growers in BC. Its mission is to enhance the viability and strategic development of the blueberry industry through promotion, research, industry education and relationship building. It collects grower levies based on production to fund its activities.	<ul style="list-style-type: none"> US Trade Investigation into Blueberry Imports Labour (cost and availability) Income decline for producers
AGRI	BC Food and Beverage (BCFB) (Formerly known as BC Food Processors Association, BCFPA)	Rick Gibbs, Chair James Donaldson CEO/Director C: 604-418-1361 info@bcfb.ca james@bcfb.ca	The BCFB is dedicated to help our industry achieve economic prosperity and sustainable safe production. The BCFB represents micro, small, medium, and large processing companies, and since 2004 has grown to more than 550 member companies.	<ul style="list-style-type: none"> Labour; availability of both entry level and skilled labour, industry specific training programs Food security and food supply systems Support for development and adoption of innovative technologies Transportation infrastructure; costly and slow movement of goods in the lower mainland

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Fruit Growers' Association (BCAC member)	Bhupinder Dhaliwal, President C: 250-490-7198 Glen Lucas, GM, local 2 C: 250-212-8828 info@bcfga.com glucas@bcfga.com	An industry association representing BC fruit growers' interests through activities which include lobbying governments for positive change to risk management programs, such as crop insurance and the Net Income Stabilization Program and providing services and products to growers.	<ul style="list-style-type: none"> • Labour – access to SAWP/Ag. Stream Temp program • Housing on ALR for Domestic and Foreign workers • Increasing pressure from Retail sector driving down producer returns
AGRI	BC Landscape & Nursery Association (BCAC member)	Mike Mills, Chair T: 604-575-3500 info@bclna.com	With over 500 members, BCLNA represents the landscape trades, garden centres, wholesale and retail nurseries, suppliers, as well as educators, students and horticulture affiliates.	<ul style="list-style-type: none"> • Labour shortages / Access to labour • Supply chain impact due to COVID19
AGRI	BC Bison Association (BCBA)	Conrad Schiebel 587 336 3537 conschiebel@gmail.com	The BC Bison Association is a registered non-profit society in British Columbia. The association receives money through a \$200 annual membership fee plus the availability to access a share of the \$4 tag levy funds for marketing initiatives from the Canadian Bison Marketing Council.	<ul style="list-style-type: none"> • Impacts to exporting to International markets (Europe especially) • Meat and live animal backlog; cashflow for farmers • direct sales and access to local slaughter facilities • Bison as part of the Game Act
AGRI	BC Hazelnut Growers Association	Steve Hope, President steve@fraservalleyhazelnuts.com	The BC hazelnut industry is composed of approximately 40 growers. The current hazelnut industry is highly concentrated in the Chilliwack-Agassiz region, as climate and soils are favourable for growing.	<ul style="list-style-type: none"> • Continued support from AGRI to support the Hazelnut Renewal Program • Research on land suitability of Eastern Filbert Blight resistant cultivars

Branch	Organization	Contact	Description	Key Issues
AGRI	Horse Council BC	Karen Swantje, President T: 604-897-4556 president@hcbc.ca Kelly Coughlin, Director T: 604-992-1910 industry@hcbc.ca	Horse Council British Columbia is a member service organization that collaborates with business, industry and government on behalf of equine welfare, sports, recreation and the individual rider/driver.	<ul style="list-style-type: none"> Economic impact survey of horse industry in BC Major income losses State of racehorse industry Rodeo stock contractor income losses
AGRI	BC Broiler Hatching Egg Commission Canadian Hatching Egg Producers Rep	Jim Collins, Chair Stephanie Nelson, Executive T: 604-850-1854 Personal Information stephanie@bcbhec.com	Established in 1988 under the Natural Products Marketing (BC) Act. They have 54 registered hatching egg producers in BC and 7 registered pullet growers. The Commission works under the Canadian Hatching Egg Producers (CHEP) who represents 300 farmers from BC, Alberta, Saskatchewan, Manitoba, Ontario and Québec. Canadian hatching egg producers yield 80% of Canada's required hatching eggs.	<ul style="list-style-type: none"> Accountable to BC FIRB Supply chain backlog for chicken products Agri-recovery is a priority for this sector following rapid and extreme contraction of demand
AGRI	BC Milk Marketing Board	Ben Janzen, Chair Rob Delage, General Manager bjanzen@bcmilk.com rdelage@bcmilk.com T: 604-556-3444 1-877-299-6239	The BCMMB is a non-profit agricultural commodity board with authority to promote, control and regulate the production, transportation, packing, storing and marketing of milk, fluid milk and manufactured milk products within BC. The Board exercises its powers under federal and provincial enactments.	<ul style="list-style-type: none"> Key issues of the dairy industry are primarily addressed through the BC Dairy Association
AGRI	BC Pork Producers Association (BCAC member)	Jack DeWit, President Christine Koch, Manager Personal Information Koch.c@telus.net T: 604-287-HOGS (4647)	The BCPPA is a non-profit agricultural society that supports all aspects of production, processing and marketing of swine in BC. It promotes the exchange of information between producers, packers, retailers and consumers. BCPPA is actively involved in research and promoting the BC Pork brand.	<ul style="list-style-type: none"> Widely fluctuating market prices Negative profit margins Animal activist legislation Declining producer numbers Risk of loss of slaughter capacity if COVID shuts plants

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Hog Marketing Commission	Derek Sturko, Chair Christine Koch, Manager Personal Information Personal Information T: 604-287-HOGS (4647)	The BCHMC is a non-profit agricultural regulatory body which receives its authority under the Natural Products Marketing (BC) Act, the BC Hog Marketing Scheme, and General Consolidated Order. BCHMC is responsible for the collection of producer levies that abattoirs collect from pork producers at a rate of \$0.50 per BBQ hog and \$1.00 per market hog. These funds are used to fund operations of BCHMC and BCPPA.	<ul style="list-style-type: none"> • Negative profit margins • Animal activist legislation • Declining producer numbers
AGRI	BC Artisan Cheese Association	Emma Davison, President emma@cheesecrafters.ca C:Personal	The BCACA is a non-profit representative organization of BC artisan cheesemakers. Their objective is to promote the highest quality products and standards in food safety, certification and continuing education, and to promote BC's small-scale artisan cheese-making through outreach, education, marketing and established quality standards.	<ul style="list-style-type: none"> • Lack of skilled labour • Devastating economic impacts of COVID from loss of local markets • Innovation and capital investment
AGRI	BC Chicken Marketing Board (Chicken Farmers of Canada Rep)	Harvey Sasaki, Chair T: 604 859-2868 harveysasaki@gmail.com Bill Vanderspek, T: 604 859-2868 billvanderspek@bcchicken.ca	The BCCMB is a non-profit agricultural commodity board that monitors and regulates the production and marketing of chicken in British Columbia. The BCCMB's jurisdiction includes all activities of broiler chicken production in BC from the time the day-old chick arrives on the farm until the chicken arrives at the processing plant.	<ul style="list-style-type: none"> • Accountable to BC FIRB • Ensuring continued access to processing • stabilizing the ongoing pricing conflict between BCCMB and BCBHEC
AGRI	BC Dairy Association (BCAC member)	Holger Schwichtenberg, Chair Jeremy Dunn, General Manager T: 604-294-3775 Personal Information jdunn@bcdairy.ca contactus@bcdairy.ca	BCDA a not-for-profit organization dedicated to educating British Columbians on milk, dairy farming and nutrition. We are committed to producing top quality milk in a sustainable and responsible way.	<ul style="list-style-type: none"> • Animal activist legislation • Economic impacts of the AEMCoP • Loss of domestic market share to int'l trade agreements • Decreased dairy product demand & income • Dairy Industry Development Council

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Egg Marketing Board Member of the Egg Farmers of Canada (National Agency)	Gunta Vitins, Chair Katie Lowe, Executive Director T: 604-556-3348	A non-profit organization that oversees and manages the province's egg farming industry. They work with approximately 136 family-owned and operated egg farms and oversee and manage the production, grading, packing, marketing and transportation of all regulated eggs in BC.	<ul style="list-style-type: none"> Accountable to BC FIRB accommodating shifting demand of eggs. Priorities include alternate methods of emergency euthanasia Addressing public trust around production systems
AGRI	BC Goat Association	Zoë Thorbergson T: 250-999-2430 info@bcgoat.ca	Raise public awareness of the value of goats. Provide educational information on goat management and care. Encourage young people with their involvement with goats and 4-H clubs. BCGA also ensures the goat industry concerns are heard at the provincial government level.	<ul style="list-style-type: none"> Availability of meat processing Difficulty transporting animals across provincial borders Dairy goat farm labour shortages resulting in limited operation
AGRI	BC Greenhouse Growers' Association (BCAC member)	Armand Vander Meulen T: 604-864-0078 Linda Delli Santi, C: 604-240-7460 Personal Information linda@bcgreenhouse.ca	The Association represents greenhouse vegetable farmers in British Columbia. 96 percent of all of BC's greenhouse vegetable production. Taking up only 0.01 percent of BC's total farmland, glass greenhouses produce 11 percent of the province's total agriculture production value.	<ul style="list-style-type: none"> Labour shortages / Access to labour Carbon tax US trade investigation into green pepper imports
AGRI	BC Sheep Federation	Barb Ydenberg, President T: 604-856-3365 info@bcsheepfed.com	The BC Sheep Federation is a collective of regional sheep producer's associations that supports BC's sheep and wool industry. It is also a member of the Canadian Sheep Federation. The BCSF mission statement is to promote growth and development of a unified, market responsive, profitable, commercially viable sheep and wool industry in British Columbia.	<ul style="list-style-type: none"> Access to veterinary care for sheep, guardian dogs and shearers Abattoirs and butcher shops for custom cutting Marketing lambs Global wool market extremely depressed

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Turkey Marketing Board Member of Turkey Farms of Canada (National Agency)	Kevin Klippenstein, Chair Michel Benoit, GM T: 604 534-5644 info@bcturkey.com mbenoit@bcturkey.com	The Board is comprised of a BC Government appointed chair and three turkey farmers elected by the BC Turkey Association membership. The elected board members serve three-year terms that are staggered to ensure continuity in the Board's membership. The British Columbia Turkey Marketing Board has the authority to regulate the production of all turkey grown for either meat or eggs in British Columbia. Anyone who grows more than 50 turkeys a year is subject to the Board's Order and Regulations.	<ul style="list-style-type: none"> Accountable to BC FIRB Small lot production and monitoring processing capacity and available plants Ensuring access to processing during peak season Turkey demand nationally has been contracting, so there is strong interest in renewing and growing turkey (marketing)
AGRI	Certified Organic Associations of BC	Eva Lena, Executive Director T: Personal ed@certifiecorganic.bc.ca	COABC is a primary industry organization, an umbrella agency, that represents organic certifying agencies and implements an organic certification accreditation program in BC.	<ul style="list-style-type: none"> Lack/loss of labour support for small farmers and market gardeners Lack of capacity for the non-profit industry associations to address issues without stable revenues Lack of extension services
AGRI	BC Vegetable Marketing Commission	Debbie Etsell, Chair T: 604 542-9734 Info@bcveg.com	The BC regulated vegetable industry is organized under the Natural Products Marketing (BC) Act and the British Columbia Vegetable Scheme (the Scheme). The Scheme prescribes the rules, procedures and application. It is responsible for applying the Scheme, including coordinating producer activities, to ensure Orderly Marketing. Orderly Marketing is achieved through managing the promotion, control, and regulation of production, transportation, packing, storage, and marketing of vegetables.	<ul style="list-style-type: none"> Challenges regarding BCVMC decisions based partly on vegetable data/statistics and discrepancies between Ministry and BCVMC data.

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Wine Grape Council	Kate Durisek, Executive Director T: 250-809-7107 info@bcwgc.org Kathy Malone, President T: 250-493-6274 kathy@hillsidewinery.ca	In 2006, the BC Wine Grape Council was created through a plebiscite of BC Mainland wine grape growers. The plebiscite was supported by the Minister of Agriculture and Lands, the Honourable Pat Bell. The purpose of the BC Wine Grape Council is to coordinate, facilitate, and fund research and education on viticulture and enology to broadly benefit the British Columbia wine grape industry and to represent growers on a variety of agriculture-related issues.	<ul style="list-style-type: none"> Emerging pest issues Starling control programming on Okanagan and Similkameen Valleys SAWP and domestic workers Housing for workers on ALR land Decrease in Agri-Tourism and impacts on Wine Club
AGRI	BC Wine Institute	Miles Prodan, President & CEO T: 250-762-9744 ext. 101 mprodan@winebc.com	Representing the interests of British Columbia wineries dedicated to producing 100% British Columbia grape wines certified by the regulatory body for wine in British Columbia, through marketing, communications and advocacy of their products to all stakeholders.	<ul style="list-style-type: none"> Wine Tastings Procedures and Protocols Wine sales from wineries, liquor stores, restaurants Supports needed for the Wine industry - Buy BC
AGRI	BC Craft Cannabis Association	Sarah Campbell, Director, T: 250-415-3127 sarah@craftcannabis.ca	The BC Craft Cannabis Association is a non-profit organization that seeks to support legal/licensed small-scale and micro-cannabis producers in BC. The organization supports producers in transitioning from the illicit to legal production of cannabis and provides support in enhancing the resources producers can access through educational platforms.	<ul style="list-style-type: none"> Legal Market transition Providing educational resources to small-scale producers of cannabis in BC

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Hops Growers Association (BCHGA)	Samuel Glasgow, Vice-president T: Personal Personal Information	The BCHGA is a non-profit organization that represents hops producers in British Columbia, and addresses key-issues as identified by its membership such as; pest management, horticulture, marketing, variety development, food-safety, and production. The association shares information and hosts educational events for its members.	<ul style="list-style-type: none"> Enhancing the quality and marketability of BC-grown hops Developing BC's own hops-variety Standardizing production practices for BC hops producers
AGRI	BC Shellfish Growers' Association	Steve Pocock, President, Darlene Winterburn, ED T: 250 285-2724 C: 250 702-7645 slpocock@telus.net ed@bcsga.ca	A non-profit organization that represents approximately 70% of shellfish farmers in British Columbia as well as processors, industry suppliers and service providers related to the industry.	<ul style="list-style-type: none"> Lack of capacity/access to tenures Funding support programs Covid-related issues and protocols Aquaculture Act Ghost gear/derelict gear issues Sustainability certifications Production metrics/best practices Research/ technical issues
AGRI	BC Association of Abattoirs	Dave Fernie, President Nova Woodbury, ED T: Personal rodear@xplornet.ca nova.woodbury@bcmeats.ca	Representing BC Meat Producers providing sustainable, safe meats to BC families. The British Columbia Association of Abattoirs was formed by the licensed meat industry in the spring of 2009 to collectively address the many challenges and build on the opportunities facing the provincially licensed A/B plants, and the federally registered red meat plants that produce meat/ poultry products for commercial markets within the province of BC.	<ul style="list-style-type: none"> Succession planning Upgrading and/or repairing existing equipment Cost of waste tissue disposal/management Seasonal bottlenecks and downturns

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Seafood Alliance	Christina Burrridge, Executive Director C: 604-377-9213 E: cburrridge@telus.net Chris Sporer, President T: 604-725-2524 E: chris.sporer@seafoodproducers.ca	BC Seafood Alliance is an umbrella association for the following industry associations: Area B Seine Association; Pacific Halibut Management Association; BC Tuna Fishermen's Association; Pacific Prawn Fishermen's Association; Canadian Sablefish Association; Deep Sea Trawlers Association; Deep Sea Trawler's Association; Fisheries Council of Canada; Gulf Troll Association; Pacific Sea Cucumber Harvesters Association; Pacific Urchin Harvesters Association; Underwater Harvesters Association. The BCSA is committed to conservation and sustainable use of seafood resources; fostering public recognition and support of the sector; supporting a successful industry; promoting high quality BC seafood; promoting a safe working environment; and advocating for effective management of seafood resources.	<ul style="list-style-type: none"> • Access to resource – Marine Planning, competing sectors • Poor salmon stocks • COVID-19 – market issues, fish harvester and plant worker safety, labour availability, etc. • FOPO West Coast Licencing Report
AGRI	Seafood Producers Association of BC	John Nishidate, Director C: Personal E: Personal Information	The SPABC is an organization representing a significant number of wild BC seafood processors. The SPABC is committed to: promoting a sustainable resource to provide a consistent supply of health, safe and delicious wild seafood; developing an economically sound industry; developing a market-driven industry; and supporting sale and marketing initiatives in existing and new markets.	<ul style="list-style-type: none"> • Access to resource – Marine Planning, competing sectors • Environmental discharge permitting • market issues, fish harvester and plant worker safety, labour availability, etc.
AGRI	Native Fishing Association	Andy Olson, Executive Director C: Personal E: executive.director@shoal.ca	The NFA helps to stabilize, support and increase Indigenous participation in BC's commercial fishing industry. The NFA is a not-for-profit lending institution that provides financial assistance to Indigenous commercial fishermen.	<ul style="list-style-type: none"> • Access to resource • Funding and program supports

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Crab Fishermen's Association	Dan Edwards, Executive Director C: 250-266-0082 E: danedwards@telus.net	The BCCFA is the only coastwide representation of crab licence holders and fish harvesters. The association largely participates in science and management issues with Fisheries and Oceans Canada and beginning to introduce marketing activities.	<ul style="list-style-type: none"> • Marine Planning Initiatives, competing sectors • Price discrepancies • Market access issues • Funding and program supports
AGRI	Native Brotherhood of BC	Tony Roberts Jr., President E: tonyrobertsjr@gmail.com	The Native Brotherhood represents Indigenous fishermen, tendermen and shoreworkers in BC. The purpose of the organization is to promote the social, spiritual, economic and physical conditions of members; encourage communication and cooperation; and regulate relations between employers in the BC fishing industry and employees and dependent contractors.	<ul style="list-style-type: none"> • Access to resource • Funding and program supports
AGRI	Skeena Fisheries Commission	Christy Whitmore, PICFI Business Development Team E: cwhitmore@skeenafisheries.ca	The Skeena Fisheries Commission is a scientific organization on the North Coast. Recently the SFC has started to work with Indigenous Commercial Fishing Enterprises.	<ul style="list-style-type: none"> • Access to resource • Funding and program supports
AGRI	United Fishermen & Allied Workers' Union- Unifor	Joy Thorkelson, President C: 250-600-4814 E: president@ufawu.org	UFAWU-Unifor represents fish harvester and shoreworkers in issues of worker compensation and safety.	<ul style="list-style-type: none"> • Access to resource – Marine Planning • Funding and program supports • Poor salmon stocks • market issues, fish harvester and plant worker safety, labour availability, etc. • FOPO West Coast Licencing Report

Branch	Organization	Contact	Description	Key Issues
AGRI	Commercial Fishing Caucus	Jim McIsaac, Director C: 250-818-1114 E: Personal Information	The Commercial Fishing Caucus represents several industry associations and takes an active role in marine planning processes with the Federal and Provincial Governments	<ul style="list-style-type: none"> • Access to resource – Marine Planning • Funding and program supports • Poor salmon stocks • fish harvester and plant worker safety, labour availability, etc. • FOPO West Coast Licencing Report
AGRI	Prawn Industry Caucus	Emily Orr, Executive Director E: Offishal_Business@hotmail.com	The Prawn Industry Caucus is a industry association that represents individual prawn harvesters in BC.	<ul style="list-style-type: none"> • Access to resource – Marine Planning • Funding and program supports • fish harvester and plant worker safety, labour availability, etc.
AGRI	Canadian Highly Migratory Species Foundation	Lorne Clayton, Executive Director E: Personal Information	The CHMSF is an albacore tuna marketing organization that works to enter new markets and increase consumer awareness of the product.	<ul style="list-style-type: none"> • Market access issues • Funding and program supports

Branch	Organization	Contact	Description	Key Issues
AGRI	BC Salmon Farmers Association	David Kiemele, Chair John Paul Fraser, Executive Director T: 250 286-1636 T: 250 895-1761 john@bcsalmonfarmers.ca	Represents 70 businesses and organizations throughout the value chain of finfish aquaculture in BC.	<ul style="list-style-type: none"> • Lack of capacity/access to tenures • Funding support programs • Discovery Islands and Broughton process discussions • Water use act • Sustainability certifications • Production metrics/best practices • Research/ technical issues
AGRI	Aboriginal Aquaculture Association	Richard Harry, Executive Director C: 250-286-9939 E: richard@aboriginalaquaculture.com Marguerite Parker, Director of Development P: 250-286-9939 E: marguerite@aboriginalaquaculture.com	The AAA is a National not for profit corporation established in 2003 to facilitate meaningful participation of Aboriginal communities and Aboriginal entrepreneurs in the aquaculture sector. It serves as a resource body providing guidance and advice with respect to sustainable aquaculture development, regulation and management of aquaculture.	<ul style="list-style-type: none"> • Capacity/ support for aboriginal aquaculture • Capacity to support association • Funding support programs • Discovery Islands and Broughton process discussions • Water use act • Sustainability certifications • Ghost gear/derelict gear issues

Branch	Organization	Contact	Description	Key Issues
AGRI	Fisheries and Oceans Canada	Timothy Sargent Deputy Minister T: 613-993-2200 Timothy.Sargent@dfo-mpo.gc.ca	Fisheries and Oceans Canada is the federal lead for safeguarding our waters and managing Canada's fisheries, oceans and freshwater resources. DFO support economic growth in the marine and fisheries sectors, and innovation in areas such as aquaculture and biotechnology. Ensure healthy and sustainable aquatic ecosystems through habitat protection and sound science.	<ul style="list-style-type: none"> • FPT processes • legislation and policy regarding fisheries & aquaculture • support programs for the Fisheries and Aquaculture • Fisheries and aquaculture research and innovation, scientific advice, reviews and risk assessment • International Fisheries Agreements/ Treaties • Inspection and Compliance
AGRI	Agriculture and Agri-Food Canada	Rodney Dlugos, Regional Director C: 780-495-5525 Sharan Evani Acting Deputy Director North-Western Departmental Regional Office (BC) C: 604-292-5857 Rodney.Dlugos@agr.gc.ca Sharan.Evani@canada.ca	Agriculture and Agri-Food Canada supports the Canadian agriculture and agri-food sector through initiatives that promote innovation and competitiveness.	<ul style="list-style-type: none"> • Federal/ Territorial/ Provincial programming • Research support collaboration

State of the Agriculture and Food Sector



CONFIDENTIAL REPORT
October 2020

Prepared By:
Ministry of Agriculture
Sector Development Branch

Purpose

1. The BC Context
2. Provide an outlook of the sector prior to COVID-19
3. Outline how COVID-19 has impacted the sector and anticipated impacts for the remainder of 2020
4. Summarize how BRM programming has and will continue to assist the sector to manage ongoing and anticipated challenges

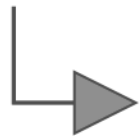
1.

The BC Context

B.C. Agriculture & Food Sector Context

B.C.'s agriculture sector is diverse, with over 200 land-based commodities, which increases its resilience in the face of COVID-19

- The five largest farm sectors are **dairy, poultry, greenhouse vegetables, floriculture and beef**. Combined, these five sectors account for 55% of provincial farm cash receipts. The hardest hit of these large sectors is floriculture, which normally has its highest sales in the April to June quarter.
- B.C.'s food and beverage processors are the second largest manufacturing industry in the province, with beverage processing ranking third largest and food processing ranking fourth largest nationally.



The largest sub-sectors in this industry are: other food products (snack food, coffee, tea, flavorings, concentrates, seasonings and dressings), meat and poultry products, breweries and wineries, dairy, and bakeries and tortillas. In total, these five sectors account for 71% of B.C.'s total food and beverage processing sales.

- In 2018, aquaculture farm gate sales from salmon, clams, oysters, mussels, and other species totaled Government Financial while commercial fishing landed values from salmon, herring, groundfish, shellfish, and other species totaled Government Financial
- B.C. consumers and companies continue to be the main buyers of B.C.'s agriculture and processed food products, with an estimated Government Financial of purchases.

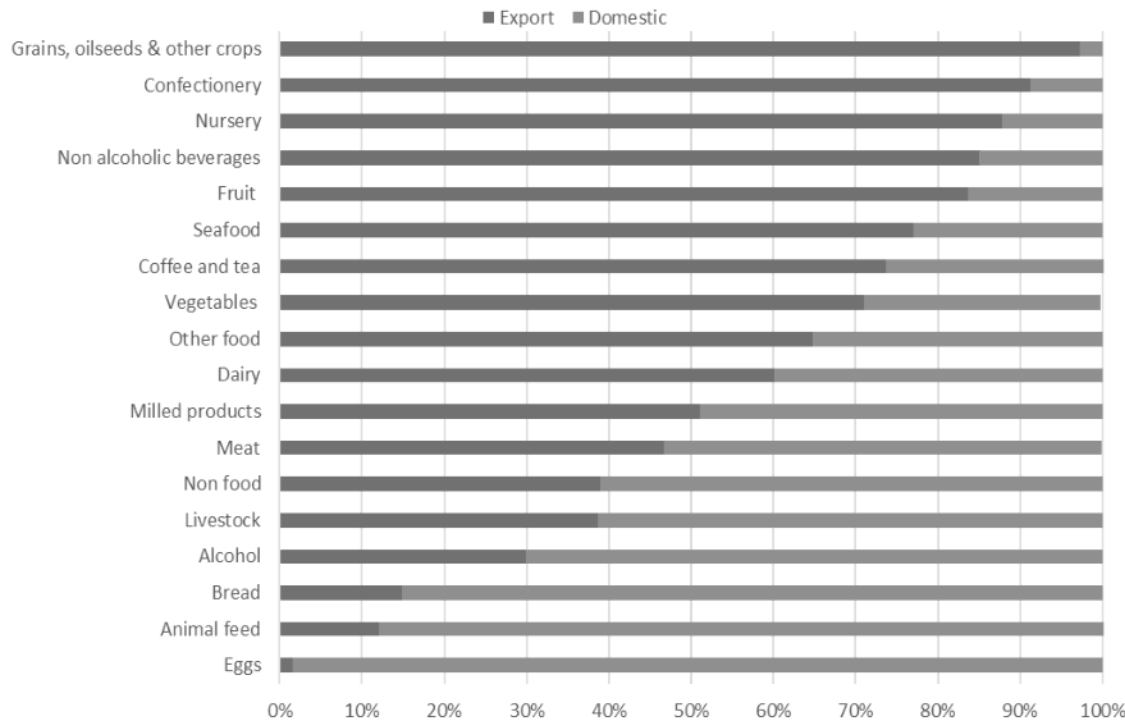
2.

Outlook of the sector prior to COVID-19

Distributing Food and Beverages, pre-COVID

In the 2016 Census, 5,667 B.C. farms reported selling directly to consumers

Export vs Domestically Consumed Products Produced in B.C.



Source: BC Stats and Adapted from BC Stats. Estimates provided March 27, 2019.

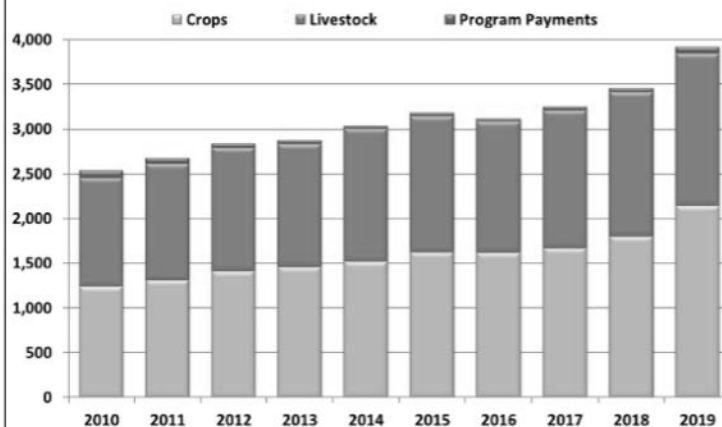
- Restaurants – a key purchaser of B.C.’s agricultural, food processing, aquaculture and marine fisheries sales. Restaurants typically generate more than \$90 billion in annual sales across Canada (\$14 billion in B.C. alone).
- Each year, **B.C.’s wineries welcome more than 1,000,000 visitors**. With more than 280 licensed grape wine wineries and 370 licensed wineries.
- Several B.C. products are reliant on export markets. It is estimated that **over half** of the B.C. production of grains, oilseeds and other crops, confectionary, nursery products, non-alcoholic beverages, fruit, seafood, coffee and tea, vegetables, other food products, dairy, and milled products are exported.
- In 2019, over **90% of agriculture and food exports went to 5 markets**; the US (73%), China (10%), Japan (4%), South Korea (2%) and Hong Kong (2%)
- BC processors are reliant on import markets – many value added products are reliant on stable import pricing and supply. **Fluctuations result in erosion in our overall competitiveness** – just as a high CDN dollar affects exports, a high USD erodes margins due to high input costs

Economic Overview, pre-COVID

Overall, the Agriculture economy in BC has been tracking steadily upward for the last decade, with some solid gains in 2019.

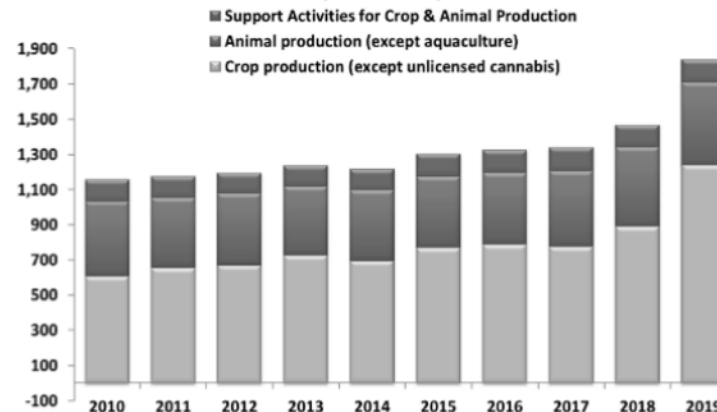
- Primary agriculture in B.C. generated \$3.9 billion in FCR; this was 13.3 percent higher than in 2018.
- The food and beverage processing industry is comprised of 2,995 establishments and is the second largest processing sector in the province in sales.
- Food and beverage processing in B.C. generated \$10.5 billion in 2019, a 7.1 percent increase over 2018.
- Food and beverage processing accounted for 61 percent of B.C.'s total agriculture, seafood and food & beverage processing industry GDP in 2019, with contributions of \$3.3 billion.

B.C. Agriculture Farm Cash Receipts (\$ Millions)



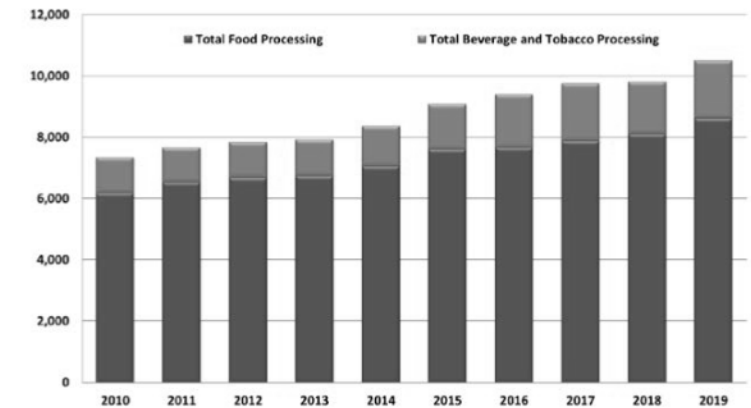
Source: Adapted from Statistics Canada, Table 32-10-0045-01

B.C. Agriculture GDP (\$ Millions)



Source: Adapted from Statistics Canada, Table 36-10-0402-01

B.C. Food and Beverage Processing Sector Sales (\$ Millions)



Source: Adapted from Statistics Canada, Table 16-10-0048-01

3.

Outlook of the sector post COVID-19

Distributing Food and Beverages, post-COVID

Industry reports suggest that while supply chain disruptions are not having a catastrophic impact on the industry to date, these disruptions are evolving daily, requiring producers, processors and harvesters to find new and innovative ways to address the complex challenges of COVID-19.

- Grocery stores have seen unprecedented demand as the pandemic has spread, with consumers stockpiling basic goods such as cleaning supplies, toilet paper, staple and frozen foods (such as frozen berries).
- The agriculture and food sector in B.C. faces a loss of market sales as a result of restaurant closures and physical distancing, increasing disruptions to access to labour, as well as continuous interruptions in supply chains, which are critical for the production and distribution of product. Earlier reports forecasted that, across Canada, restaurant prices would jump two to four percent in 2020, which is typical (to match inflation and labour costs). Advice/Recommendations

Advice/Recommendations

- Beginning in January 2020, when the COVID-19 pandemic began its initial wave in Wuhan, China, some of B.C.'s producers began to see a decline in purchasing by key export markets.



For the producers of those products, it is critical that borders and trade remain open and that export demand stays strong.

- Producers, processors and harvesters are also challenged by the increasing public health concerns related to direct to consumer models such as farm stands, farmers markets and community supported agriculture (CSA).

While forecasts earlier in the year pointed to higher farmgate receipts, this now seems very unlikely... Canada Food Price Report 2020. Dalhousie University. 2020

Economic Impact Modelling, Post- COVID

Source: Business Council of British Columbia 2020

According to the Business Council of British Columbia, provincial real GDP could fall by 6 percent to 8 percent, more than during the 2008-09 recession (-2.6 percent) and the 1981-82 recession (-6.5 percent).

Advice/Recommendations

Page 107 of 356

Withheld pursuant to/removed as

Advice/Recommendations; Government Financial Information

What we know,
so far...

Despite ominous scenarios and modelling, cash receipts show a modest uptick in Q2 of 2020 and are not unlike that of the year prior (pre-COVID)

British Columbia					
Type of cash receipts	Q2 2019	Q3 2019	Q4 2019	Q1 2020	Q2 2020
	Dollars				
Total farm cash receipts	961,783	1,071,427	1,164,523	845,529	951,780
Total crop receipts	548,892	646,374	629,300	414,010	541,733
Total livestock and livestock product receipts	405,581	417,843	485,743	415,567	399,941
Total receipts from direct payments	7,310	7,210	49,480	15,952	10,106

Source: Statistics Canada Table 32-10-0046-01 Farm cash receipts, quarterly (x 1,000)

An optimistic perspective, post-COVID

History shows us that the sector has been resilient through previous recessions – bouncing back slowly but surely

Type of cash receipts	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
	Dollars													
Total farm cash receipts	2,345,982	2,381,213	2,521,749	2,525,388	2,547,193	2,687,954	2,844,975	2,882,650	3,036,909	3,187,760	3,119,144	3,254,866	3,462,497	3,924,490
Total crop receipts	1,107,531	1,113,489	1,115,253	1,171,508	1,247,434	1,319,238	1,418,982	1,465,359	1,521,392	1,627,850	1,623,173	1,674,279	1,807,551	2,145,557
Total livestock and livestock product receipts	1,133,305	1,171,817	1,298,202	1,252,354	1,218,130	1,303,085	1,378,243	1,372,858	1,484,930	1,523,210	1,466,312	1,542,005	1,612,969	1,702,431
Total direct payments*	105,146	95,907	108,293	101,526	81,629	65,631	47,749	44,432	30,588	36,700	29,659	38,581	41,977	76,502

*Direct program payments to producers include the amounts paid under government agricultural programs and agricultural programs funded by the private sector. The latter being insurance programs funded totally by premiums paid by producers. Only those payments related to current agricultural production and paid directly to individuals involved in agricultural production are included. These cover:

- subsidies to encourage production,
- subsidies to compensate producers for low market returns,
- payments to stabilize income,
- subsidies to reduce expenditures on farm inputs, and
- payments to compensate producers for crop or livestock losses caused by extreme climatic conditions, disease or other reasons.

Commodity groups facing unique challenges

Horticulture

Commodity	Issue	Risk Level	Term
Oilseed & Grain	Export market shifting as key trading partners (Asia and US) see decreases in purchasing.	Medium	Immediate
	Low reliance on secondary inputs from outside markets. Heavier reliance on transportation sector to move product to market.	Medium	Immediate
Vegetable & Melon	Low to no direct to consumer sales	Medium	Medium
	Export market shifting as key trading partners (Asia and US) see decreases in purchasing.	Medium	Long
Fruit & Tree Nut	Higher rates of domestic absenteeism as a result of sickness and self-isolation due to fear of COVID-19. Largest sector for employment in crop production with greenhouse, nursery & floriculture	High	Medium
	Large reliance on foreign labour. Decreases in access to foreign labour will significantly impact production, maintenance and harvesting of product	High	Medium
	Export market shifting as key trading partners (Asia and US) see decreases in purchasing	High	Medium
	Heavy reliance on US and Chinese manufacturers for packaging for product	High	Medium
Greenhouse, Nursery & Floriculture	Higher rates of domestic absenteeism as a result of sickness and self-isolation due to fear of COVID-19. Largest sector for employment in crop production, along with with Fruit & Nut	High	Immediate
	Large reliance on foreign labour. Decreases in access to foreign labour will significantly impact production, maintenance and harvesting of product.	High	Immediate
	Demand for luxury items such as flowers has dropped. Retailers focusing shelf space for staple products and reducing order amounts.	High	Immediate
	Decreased demand for luxury items such as flowers. Increased home gardens. Decreased access to farmers markets.	Medium	Immediate
	Export market shifting as key trading partners (Asia and US) see decreases in purchasing	Medium	Immediate
	Heavy reliance on US and Chinese manufacturers for packing of product and primary inputs (e.g. seeds)	Medium	Immediate
Cannabis	Continued illicit-cannabis production negatively impacting marketability of legal, non-medical cannabis. Licensed Producers having difficulties meeting Health Canada standards.	Medium	Long
	Withdrawal of capital-investment due to economic down-turn. Few Fed or Prov funding options available; reducing financial-ability to transition from illicit to legal market.	Medium	Immediate
	On-going development of provincial and local government policy framework regarding retail, land-use zoning, and production continues to deter license-applicants	Medium	Medium

Commodity groups facing unique challenges

Livestock

Commodity	Issue	Risk Level	Term
Bees (Apiculture)	High reliance on outside markets for primary or secondary inputs.	Medium	Immediate
Cattle	Most exports to US, which is currently secure but uncertain.	Medium	Medium
	Processing plant closures in Alberta and marketing of cattle for the remainder of 2020 and into 2021 remains uncertain.	Medium	Immediate
Dairy	Low number of employees on dairy farms.	Medium	Immediate
	A domino effect of reduced sales from closed/restricted restaurants & coffee shop operations have caused lost cream/milk sales for processors down to producers.	Medium	Immediate
	Artisan cheese processors have experienced lost markets resulting in staff layoffs and temporary or permanent closing of operations.	High	Immediate
Hogs	Loss of Asian markets.	High	Immediate
	Short supply of bedding and potential for increased prices of inputs	Medium	Immediate
	Key pork processors experiencing COVID-19 outbreaks within their operations causing reduced capacity or plant closures.	High	Immediate
Poultry & Egg	Few employees, and strong biosecurity measures	Medium	Long
	Supply chain disruption (over and under-supply) and risk from backlog	High	Immediate
	Welfare-related issues and similarly humane euthanasia options in the event of supply chain disruption.	High	Immediate
Sheep & Goat	Significant losses for some goat dairies, while some risk to auctions.	Medium	Immediate
	Low to no exports.	High	Immediate
	Wool prices are low as the global wool industry has been impacted due to reduced demand	Medium	Immediate
Small-Scale Producers	Few employees, and strong biosecurity measures. Loss of alternative labour sources.	Medium	Medium
	Increased retail and direct to consumer demand, but lower sales to food services	Medium	Immediate

AgriStability | AgriInvest

‘The BRM suite of programs include Production Insurance, AgriRecovery, AgriRisk Initiatives, Agriculture Wildlife, Livestock Price Insurance, AgriInvest and AgriStability. Together, these programs help agricultural producers manage significant risks that threaten the viability of the farm and are beyond their capacity to manage.’

AgriStability

The 2019-2020 British Columbia AgriStability Enhancement program **has increased the compensation rate, for all enrolled farms**, from 70 per cent to 80 per cent on income margin losses greater than 30 per cent. The Reference Margin Limit, which reduces payments to some producers, has also been removed as part of the enhancement. In addition, the governments of Canada and B.C. have agreed to **increase the 2020 AgriStability interim payment percentage from 50 percent to 75 percent** of the estimated final benefit for B.C producers.

The deadline for new producers to enroll in the program for the 2020 year was also **extended to July 3 from the standard April 30**.

The program is not open to aquaculture and shellfish producers, or cannabis producers, and is not widely used by small-scale operations.

Additional resources were devoted to program outreach which will increase the number of program participants in 2020

AgriInvest

A self-managed producer-government savings account designed to **help producers manage small income declines and make investments to manage risk and improve market income**. Producers can deposit up to 100 per cent of their allowable net sales and receive a matching government grant of 1 per cent of their allowable net sales. Withdrawals can be made at any time. **Over ^{Government Financial} is in BC producers’ accounts currently.**



Other Mitigation Strategies

The **Provincial Government** has been responsive to the sector by creating programs that meet the needs of industry and advocating for B.C.'s need for Federal programming

Theme	Program	Status
Planning for Future Sector Growth	B.C. Food Hub Network	Not yet delivered
	B.C. Replant Program	Underway
	B.C. Small Farm Acceleration Program	Intake not yet open
Addressing Immediate Labour Challenges	B.C. Farm, Fish and Food Job Connector	Complete
	Mandatory Provincial Facility Quarantine and Inspection	Underway
Supporting the Sector Entrepreneurship and Workforce Skill Development	B.C. Micro-Credentials Program	Underway
	Skills Development for Economic Recovery	Underway
	B.C. Employer Training Grant	Underway
	Community Workforce Response Grant	Underway
Increasing Resilience to Temporary Shocks	Innovation and Product Adaptation Program	Not yet delivered
	B.C. Lean for Food Processors Program	Underway
	B.C. Agri-Business Planning Program	Fully utilized
	B.C. Beef Processing Facility	Not yet delivered
	Buy B.C. E-Commerce Program	Fully utilized
	Protecting our People (Industry/Prov/Fed Partnership)	Underway

Other Mitigation Strategies

The **Federal Government** has launched new funding mechanisms to relieve the strain of COVID-19 impacts on individuals and businesses

Theme	Program	Status
Increasing Access to Emergency Capital	Farm Credit Canada Increased Lending	Underway
	Canadian Dairy Commission Increased Lending	Underway
	Canada Emergency Business Account	Underway
Offsetting Higher Supply Chain Costs	Emergency Food Processing Fund	Fully utilized
	Emergency On-Farm Support Fund	Not yet delivered
	Surplus Food Purchase Program	Underway
Addressing Immediate Labour Challenges	Emergency Wage Subsidy Program	Underway
	Mandatory Isolation Support for Temporary Foreign Workers	Fully utilized

Key Messages

...Despite these challenges, the food system has continued to function and industry has adapted to meeting changing circumstances...

- The positive forecast for the sector in 2020 has been impacted by COVID-19, resulting in price volatility, processing capacity, labour challenges, and additional costs for producers and processors
- Despite these challenges, the food system has continued to function and industry has adapted to meeting changing circumstances
- It is difficult to predict the size and speed of the broader recovery and how it will impact the agriculture and agri-food sector as data is limited across sectors at this time
- Access to a seasonal workforce, market diversification, shifting consumer demands, and increasing costs within the supply chain will continue to be key challenges in moving throughout the pandemic
- Advice/Recommendations
- Uptake of Provincial and National additional support measures will need to be assessed to evaluate effectiveness in assisting producers and processors in managing through COVID-19

State of the Aquaculture Sector: Pre-Post COVID-19



CONFIDENTIAL REPORT
October 2020

Prepared By:
Ministry of Agriculture
Sector Development Branch

B.C. Aquaculture Sector Context


B.C.'s aquaculture sector is the largest and most diverse in Canada, farming more than 35 species of finfish, shellfish and marine plants grown in marine and freshwater.

- In 2019, aquaculture farm gate sales (aka “landed value”) from salmon, trout, char, sturgeon, tilapia, sablefish, clams, oysters, mussels, scallops, seaweed and other species totaled Government Financial Information
- The largest driver for the sector is farmed salmon, accounting for 89% of the production volume and 94% of the landed value (Government Financial Information in 2019) of BC aquaculture. BC is the 4th largest producer of farmed salmon in world after Norway, Chile and Scotland.
 - ▶ Oysters represent the largest farmed shellfish species with a landed value of Government Financial Information (2019).
 - ▶ The highest value BC aquaculture product is farmed sturgeon caviar which retails for \$2,600/kg.
- The top markets for BC farmed seafood are the US, China and Japan. In 2019, the value of exported farmed salmon from BC was \$582 million.


B.C. Aquaculture Sector Context

B.C.'s aquaculture is a significant employer providing stable year-round jobs in rural coastal communities. First Nations are active participants in the sector.

The aquaculture sector is comprised of three Subsectors

- 
1. Marine Finfish Farms that employ net pens; ~ 110 farms operated by 5 companies, mostly farming Atlantic salmon operated by multinational companies.
 2. Marine Shellfish Farms; ~480 farms operated by 276 companies consisting of a few large operations and many small traditional family operations.
 3. Land-based finfish for grow out (trout, steelhead, char, tilapia, sturgeon) including hatcheries for finfish and shellfish that support marine finfish and shellfish operations ~85 sites, most small.

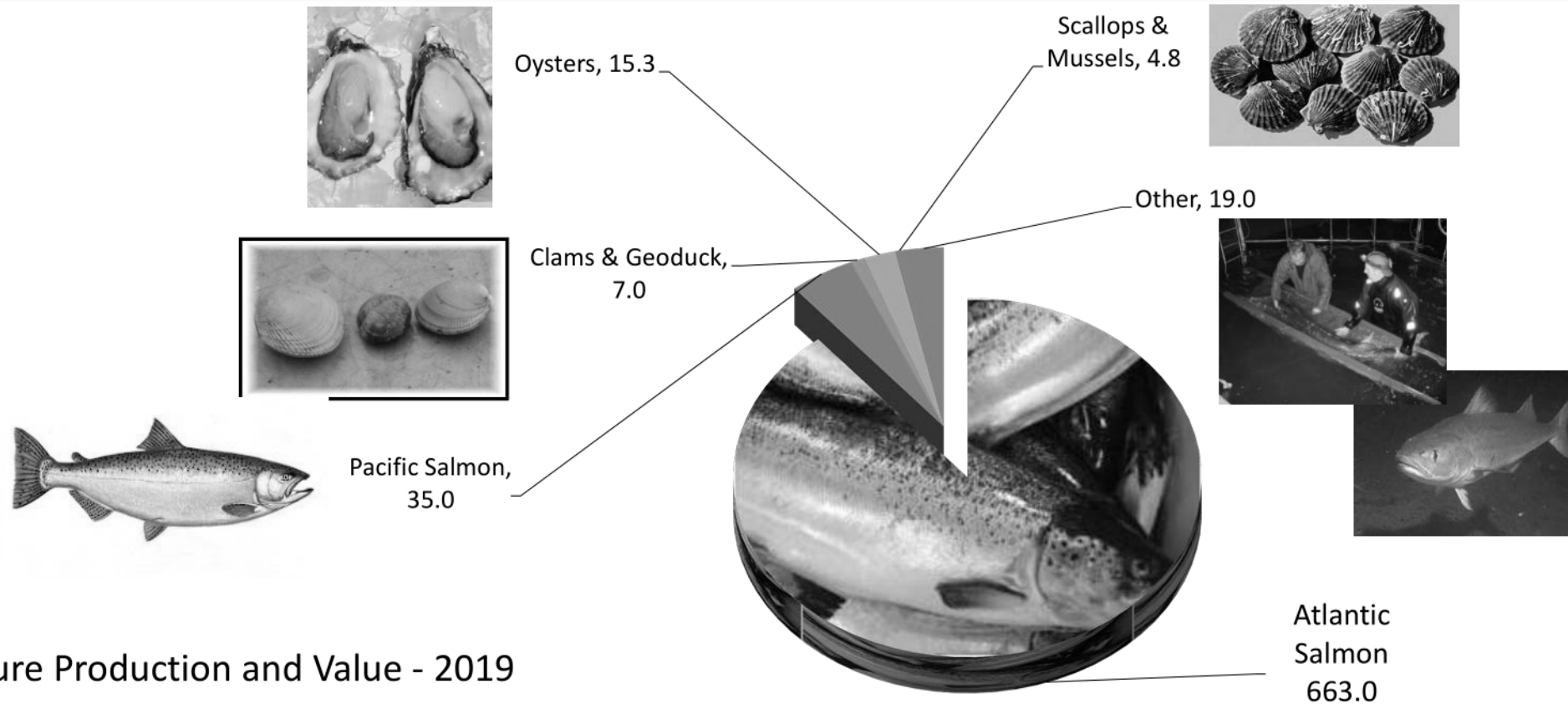
First Nations

- 
- There are currently ~20 economic and social partnerships between First Nations and BC salmon farmers: 78% of farmed salmon production is in areas covered by these partnerships in addition to several wholly owned and operated finfish farms.
 - First Nations hold approximately 20% of the jobs associated with salmon farming.
 - First Nations are active participants in shellfish aquaculture, with several wholly owned and operated shellfish farming companies.

B.C. Aquaculture Sector Context

BC Aquaculture Production & Value 2019

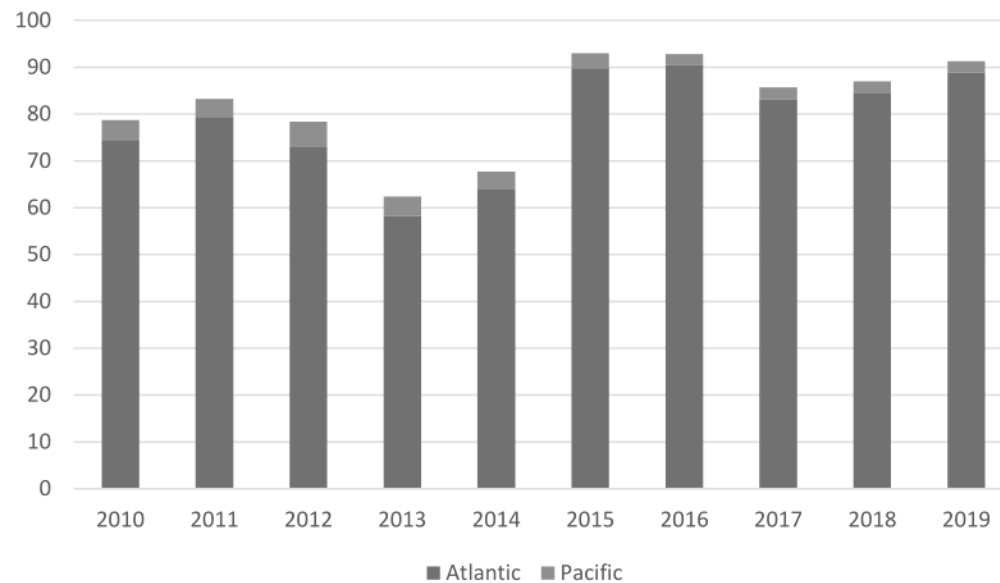
Landed Value - Government Financial Information



B.C. Aquaculture Sector Context

Over the last 4 years production of both salmon and shellfish has contracted:
(Relative to 2015: -2% finfish; -12% shellfish)
– despite upward movement in prices in 2018.

BC Farmed Salmon Production
(‘000 mt)



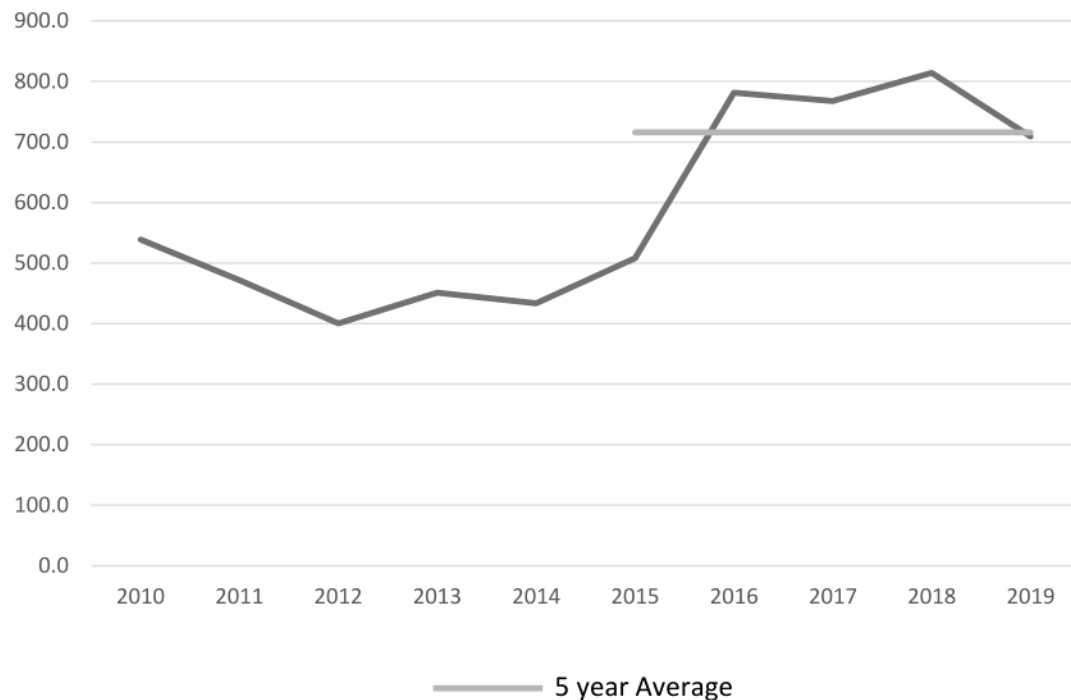
BC Farmed Shellfish Production
(‘000 mt)



Aquaculture Economic Overview

Overall, sales of aquaculture products are largely driven by farmed salmon. The farmed salmon sector has been relatively resilient to the pandemic due to a shift to retail in the summer/fall of 2019.

Landed Value of BC Aquaculture Products



- Prices for farmed salmon (farm gate) peaked in April 2018 and then began a slow decline to a low peak in October 2019 (Urner Barry Salmon Index), which is reflected in BC salmon landed values.
- Nearly all aquaculture products are sold fresh with minimal processing (e.g. head on gutted), with a large percentage going to export markets which pay a price premium.
- The majority of farmed salmon companies are vertically integrated as are a small number of large shellfish companies.

Aquaculture Policy Overview

There are significant policy implications facing the aquaculture sectors.

Upcoming federal and provincial aquaculture policies are causing some investment uncertainty.

Provincial Initiatives



1. Broughton Implementation. With funding through BCSRIF, the implementation of the Broughton Recommendations is ongoing, headlined by transitioning of several salmon farm sites out of the region. 17 sites in total are subject to potential transition out unless agreements with Broughton Nations are made.
2. 2022 Salmon Farming Tenure Policy. In 2022 B.C.'s new salmon farm tenure policy will come to force, requiring agreement from the First Nation in whose territory salmon farming operations take place, and assurances from DFO that risks to wild salmon are minimal, before a provincial Crown Land tenure will be approved.

Federal Initiatives



1. Cohen Commission/Discovery Islands. DFO has announced they will be undertaking more fulsome consultation on license renewal in the Discovery Islands. Advice/Recommendations
2. 2025 Aquaculture Transition Plan. The federal government has invited B.C. to participate in a Strategic Oversight Committee to help in the creation of a DFO Minister mandate to develop a plan to transition net-pen salmon aquaculture in B.C. to closed-containment. B.C has not yet responded.

Funding Support Pre COVID-19

Funding supports have traditionally been challenging for the seafood sector – largely due to ineligibility for CAP funding – and in particular Business Risk Management Programs and AgriStability.

Industry will be dependent on existing cost-shared programs and Federal COVID recovery supports to manage ongoing and anticipated challenges.

Cost Shared with DFO

- FACTAP – Fisheries and Aquaculture Clean Technology Adoption Program (closes in 2021)
- BCSRIF – British Columbia Salmon Restoration and Innovation Fund (closes in 2024 – Advice/Recommendations
Advice/Recommendations)
- CFSOF – Canadian Fish and Seafood Opportunities Fund (market focus, closes 2025)
- Pacific Integrated Commercial Fisheries Initiative – Aquaculture Development Source (limited to FN))

Cost Shared with AAFC - (CAP)

- Buy BC Partnership Program
- BC Traceability Adoption & Traceability Value Chain Programs
- BC Agrifood & Seafood Market Development Program

- During the initial phases of the pandemic, aquaculture producers experienced difficulty accessing many of the federal due to not meeting eligibility criteria.
- Advice/Recommendations
- FACTAP and BCSRIF may provide relief through acquisition of innovation/technology; however both require capital contributions; and, will be fully expended by the end of the current fiscal.
- Marketing programs that promote BC seafood and/or assist in the development of shelf stable products, retail and direct to consumer sales channels will provide some financial relief.

Impacts from COVID-19



[Local Grocery Store Fish Counter, June 2020]

Immediate Impacts

- Loss of sales to the Food Service, ^{Advice/Recommendations} inventory in the market depressed prices ^{Government Financial} were closed. Further, surplus Access to retail sales for fresh fish were also severely restricted as seafood counters
- Loss of staff due to lack of revenue for payroll and concerns over COVID – impacts to animal welfare, productivity and site maintenance.
- Increased cost for PPE and implementing physical distancing measures for staff.
- Constraints, reduced access to cold storage to hold slaughtered fish due to surplus inventor in the sector.

Anticipated Impacts for 2020

- Managing increased debt from loan-based financial recovery supports while dealing with reduced demand and prices for seafood.
- Loss of staff due to lack of revenue for payroll and concerns over COVID – impacts to animal welfare, productivity and site maintenance.
- Constraints, reduced access to cold storage to hold slaughtered fish due to surplus inventor in the sector.
- Lack of capital to purchase seed stock – resulting in long production declines (shellfish, land-based aquaculture).

Key Messages

Fast action on essential service declaration by the Province for aquaculture was critical allowing the sector access to the US and keep businesses going; however, the sector has been set back.

1. Business continuity for the aquaculture sector in 2020 has been impacted by COVID-19, resulting in inventory surpluses, price volatility, cold storage capacity, labour challenges, increased production costs potential future inventory/production shortages, and precarious debt load.
2. COVID-19 has exposed weakness and vulnerability in the sector. Advice/Recommendations
Advice/Recommendations
- 3.
4. Analysis of financial supports for industry operators who have experienced immediate impact on their businesses and have limited access to cashflow for business continuity or limited access to financing.

ISSUE/OPPORTUNITY NOTE

Issue: Agricultural Land Reserve (ALR) Policy

- Previous revitalization policy work on ALR focused on residential use, fill pressures on the ALR and Agricultural Land Commission governance. Outstanding land use pressures continue, some of which are permitted by regulation. Four issues arise from these pressures: competing tenures on Crown ALR¹, agricultural economic diversification; land transfers for Indigenous reconciliation; and refinement of residential housing on ALR.

Background:

- The ALR covers about 4,615,880 hectares (or 5 percent) of the 94,646,000 hectare provincial land base.
- The Agricultural Land Commission (ALC) is the independent administrative tribunal that is responsible for the administration of the *Agricultural Land Commission Act (ALC Act)*.
- The purposes of the ALC are outlined in Section 6 of the *ALC Act* and work to preserve the agricultural land reserve by keeping farming as the priority use; maintaining a continuous land base; encouraging local government, First Nations, the government to enable farm uses; and regulate non-agricultural uses.
- The ALR Use Regulation permits both farm and non-farm uses. Non-farm uses not permitted by regulation require an application to the ALC.
- Local governments have a large role to play in how land uses are governed on the ALR. Most land uses cannot take place unless they are permitted under both local government rules and the *ALC Act*. Different local governments' approaches to agricultural land use impact how effectively ALR land is preserved for agriculture in their area.

Crown Land

- An estimated 49 percent of the ALR is designated as Crown land (approximately 2.5 million hectares).
 - Based on tenures registered under the *Range Act* (grazing licenses) and *Land Act* (agricultural purpose leases and licenses) in 2017, 1,282,800 hectares of Crown ALR is "used for farming". This is approximately 62 percent of total "available" Crown ALR (Crown ALR **that is not in** right of ways, bodies of water, or federal Indian Reserves). In 2017, 843,175 hectares of private ALR is "used for farming". This is approximately 47 percent of total "available" private ALR or 18 percent of the ALR is private ALR "used for farming".
 - The Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNRORD) has authority to make decisions respecting the tenure and use of Crown ALR land under the *Forest and Range Practices Act* and the ALC has the authority to approve land uses that are not permitted in the ALR Use Regulation on Crown ALR.
 - There are competing interests and overlapping tenures for Crown ALR lands including timber, ecological conservation, oil and gas, recreational uses and mining. Non-farm uses permitted in the ALR Use Regulation support the needs of the Provincial Crown to achieve broader provincial objectives and values such as allowing aggregate extraction and the establishment of parks.
 - Advice/Recommendations
-
- Other issues such as cumulative effects of recreational trails on range tenures and other forestry practices have been raised through public engagement.

¹ See Appendix A – List of Crown Land Tenures

Economic Diversification

- The ALR Use Regulation permits several activities to occur on the ALR without application to the ALC, including: agritourism, gathering for an event, processing, retail sales, etc.
- Over the past several years the Ministry of Agriculture (AGRI) has conducted policy work on how to permit diverse agricultural uses on ALR (e.g. agri-tourism). Most recently during the Supporting BC Farmers Engagement (Fall 2019), some ALR landowners asked for changes to the regulations that would allow for more opportunities for economic diversification, e.g. on-farm food and drink service.
- The COVID-19 pandemic broadened the scope of AGRI's economic diversification policy work in order to address issues highlighted as priority by various levels of government. Issues include farm resiliency, value chain stability, and sustainable farming practices.

Treaty Implications

- Land transfers to First Nations have been used to advance reconciliation between the Province, led by the Ministry of Indigenous Relations and Reconciliation (MIRR), and First Nations within and outside the treaty context.
- Reconciliatory work through land transfers may require consideration of lands which are part of the ALR when First Nations claim rights or title to those lands. This can, and has, included instances involving the removal of large parcels of land from the ALR, for example Treaty 8 negotiations.
- Crown ALR land may be transferred to First Nations as treaty lands (and retain ALR designation or not), transferred in fee simple (private ownership) outside of the treaty context, or excluded from the ALR through an exclusion application to the ALC generally after the treaty negotiation process.
- AGRI's involvement in MIRR's negotiation processes includes providing input on the quality of the agricultural land in question and flagging any concerns with the intended plans for that land. Typically, this engagement occurs during the Land Analysis Table (LAT) portion of the negotiations, after a land parcel has been selected. LAT processes are often iterative and span across multiple years or decades.
- AGRI also provides policy input to MIRR where required. This can be for many different reasons and can be at any point before, during, and after treaty negotiations.

Housing

- In 2019, some ALR landowners indicated that Bill 52 amendments to the *ALC Act* were too restrictive and asked for more options for additional residences. After the Bill 52 amendments to the *ALC Act*, ALR landowners needed approval from the ALC to add any additional residence to their property. The ALC can only approve an additional residence if it is necessary for a farm use.
- In response to some ALR landowners, government made a time-limited regulatory permission for manufactured home additional residences on ALR parcels.
- AGRI published the *Ministry of Agriculture Policy Intentions Paper: Residential Flexibility in the ALR* in January 2020 that outlined a range of potential options of the types of additional residences that could be considered on ALR land without requiring the submission of an application to the ALC.
- In consultation with the ALR Technical Review Committee (ALR TRC), AGRI wrote an internal Discussion Paper (August 2020) that presented options for additional residences on the ALR.²
- Per the ALC's request in the Discussion Paper, AGRI had started working with the ALR TRC on policy work related to the definition of total floor area and accessory residential structures.
- Additional residential options under consideration are limited to regulatory amendment only.

² ALR TRC membership includes staff from the Ministry of Agriculture, the Agricultural Land Commission, Ministry of Municipal Affairs and Housing and Union of BC Municipalities.

Issue/Decision Required:

Crown ALR

- Advice/Recommendations

●

Economic Diversification

- In the past, policy work on economic diversification in the ALR has largely focused on increasing the regulatory options available to ALR landowners to generate non-farm or value-added income on their properties.
- This concept has met with stakeholder resistance (e.g. public, ALC, local governments) as it is seen to be contrary to the ALC's mandate to preserve the agricultural land reserve and encourage farming on the ALR.
- Economic challenges faced by farmers during COVID-19 indicated that supporting farming in B.C. might best be achieved through addressing farm resiliency as opposed to allowing additional non-farm uses in the ALR.
- Advice/Recommendations

Treaty Implications

- There is an opportunity for increased and continued policy work by AGRI in treaty negotiations.
- Both the number of negotiations underway and the high volume of land earmarked for removal from the ALR demonstrate a significant and growing impact on AGRI resources and the preservation of land for agriculture in the ALR.
- Framing AGRI's involvement with MIRR before, during, and after treaty negotiation processes through a collaborative designed, policy process will ensure the province's ALR land can support reconciliation with Indigenous peoples and preservation of ALR.

Housing

- Advice/Recommendations

●

Appendix A - List of Crown Land Tenures

- Tenure and land use decisions made by FLNRORD include but are not limited to:
 - the issuance of Crown land grazing leases;
 - licenses of occupation and recreational permits (example trails and recreation sites);
 - reforesting objectives;
 - wildlife management practices;
 - the *Water Sustainability Act*; and
 - and Crown land Policies.

CORPORATE ISSUE/OPPORTUNITY NOTE

Issue: British Columbia (B.C.) Agri-tech Innovation Strategy

Background:

- The COVID-19 pandemic has highlighted vulnerabilities in our food supply system and the need to improve food security in B.C. With growing populations and labour and land constraints, there is a need to produce more food for British Columbians through fewer inputs and innovative methods, and to enhance the resilience of B.C.'s agriculture and food system.
- B.C.'s Food Security Task Force (FSTF) highlighted competitive advantages for agri-tech¹ development and adoption in B.C. and provided recommendations for driving agricultural innovation in B.C.'s agriculture and food sector. Direction is required on next steps for a coordinated B.C. Agri-tech Innovation Strategy, which may respond to the FSTF recommendations.
- Agri-tech supports quality economic growth and distributed job growth for British Columbians, and creates opportunities to address climate change, both from a mitigation and adaptation perspective.
- There are a number of key initiatives underway across provincial ministries that support growth of agri-tech and innovation in B.C.'s farm, fish, and food sector:
 1. Ministry of Agriculture (AGRI) programs:
 - Agriculture Venture Acceleration Program – Mentorship, coaching, and market validation training to early stage agri-tech entrepreneurs, in partnership with Innovate BC.
 - Canadian Agricultural Partnership (CAP) Innovation programming – Federal-provincial cost-shared funding for research and development, piloting, commercialization, and adoption of new-to-B.C. products, practices, processes, or technologies for the agriculture and food sector.
 - BC Food Hub Network – A network of regional food and beverage processing and innovation hubs (Food Hubs) being established across B.C., in addition to an Endowed Professorship in Food and Beverage Innovation at the University of British Columbia.
 - Agri-tech Innovation Challenge – A platform for identifying emerging technologies to solve challenges faced by B.C.'s agriculture, food, and seafood sector.
 2. Commitment for the Agri-tech Land Use Secretariat, established in May 2020 by the Minister of Agriculture, to engage with stakeholders to identify land use policy barriers to growth in the agri-tech sector and to provide recommendations to Government.
 3. Commitments to support the agri-tech sector in the *StrongerBC* plan, announced in September 2020, which committed \$5 million to expansion of the B.C. Food Hub Network (Ministry of Agriculture) and \$3 million in grants for high-potential agri-tech companies in B.C. (Ministry of Jobs, Economic Development and Competitiveness), with funds to be expended before March 31, 2021.

¹ "Agri-tech" broadly refers to the use of technology and innovation to improve the efficiency and output in the food, farm, and fish sector. Examples include indoor growing, vertical growing, sensor technology, robotics, food processing technology, agricultural genomics, and waste reduction technology.

4. Work underway in JEDC – which plays a lead role in advancing innovation in B.C. – to support B.C.’s agri-tech sector (e.g., through sector intelligence and promotion, agri-tech cluster development).

Issue/Opportunity:

- Early direction from an incoming Government on priorities for food security and agriculture sector development will help Ministries to align current work underway with platform and mandate commitments and to identify new opportunities for advancing an Agri-tech Innovation Strategy.
- Advice/Recommendations; Intergovernmental Communications

4. Response to the FSTF report (to AGRI, JEDC, AVED): The FSTF was an independent group appointed in July 2019 by Premier John Horgan to provide strategic advice and recommendations for how technology and innovation can be developed, grown, and broadly adopted to strengthen the agriculture sector and food security across the province. The FSTF report provided four key recommendations to Government:
 - Apply the United Nation’ Sustainable Development Goals to agricultural policies;
 - Establish an incubation/acceleration strategy for B.C.’s agri-tech sector;
 - Create an agriculture and agri-tech institute in B.C. in partnership with post-secondary institutions; and
 - Review land use planning policies and regulations to ensure B.C.’s agri-tech sector has a place to grow.

Advice/Recommendations

5. Direction Agri-tech Land Use Secretariat (ALUS): The Secretariat is developing policy recommendations for government on approaches to address land use policy and planning for industrial and agricultural lands to grow B.C.’s agri-tech sector. Strategic direction from the Minister of Agriculture and Cabinet will be required in winter 2020.
6. Direction on pursuing new opportunities, such as incentives for regenerative agriculture, to improve productivity on B.C. farmlands (AGRI, ENV). Regenerative agriculture aims to enhance and rehabilitate farm ecosystems by improving soil health and sequestering carbon in soil, while managing water and nutrient inputs (e.g., through conservation tillage, rotation, and cover crops), and may allow for the development of a soil carbon market. The Ministry is exploring options for supporting regenerative agriculture incentives and will be seeking direction from an incoming government to ensure alignment with platform and mandate commitments.

ISSUE/OPPORTUNITY NOTE

Issue: Asian Giant Hornet in British Columbia

Background:

- In mid-August 2019, the Asian Giant Hornet (AGH), *Vespa mandarinia* was first sighted in Nanaimo.
- With the involvement of local beekeepers, a nest was found in a public park in central Nanaimo in mid-September 2019 and subsequently eradicated.
- Further findings on the Westcoast:
 - Mid-November 2019, a single specimen of AGH was sighted in White Rock.
 - Early December 2019, the Washington State Department of Agriculture (WSDA) collected two specimens near Blaine, WA.
 - May 2020, a single AGH queen was found south of City of Langley.
 - October 2020, a worker AGH was collected at the Canada-US border.
 - Through the summer, WSDA collected a few single specimens in different locations in Whatcom County. In mid-October a nest was located east of Blaine about 2 km south of the border. The nest was subsequently eradicated on October 24.
- AGH is classified as a destructive predator of honeybee colonies. AGH is also considered a serious health hazard as it is responsible for 30-50 human fatalities in Japan each year.
- Because of its high adaptability, ground nesting habit and tolerance to cooler temperatures, AGH is expected to establish itself as an invasive species in Coastal B.C. if eradication efforts don't succeed.
- AGH is an apex predator. As in any ecosystem, apex predators occur in low densities within their natural distribution area. At the early stages of infestation on the Westcoast, the AGH population density is exceedingly low, making detection extraordinarily difficult.
- In its native range, AGH favors maritime deciduous forest habitat with dense undergrowth. Climatic conditions on the West coast are expected to be suitable for AGH establishment, but other environmental factors may challenge its presence, including predominant evergreen vegetation, different insect fauna, and severe destructive pressure by humans. AGH is not expected to disperse to the B.C. interior and eastward.

Issue/Decision Required:

- The B.C. surveillance program was designed to rely on the reporting of suspected sightings by different parties including local beekeeper groups, other Ministries, municipalities, regional invasive species councils, RCMP, Canadian Border Agency, First Nations, and the general public.
- Reporting of suspect insect specimens have been possible through two websites operated by the Invasive Species Council of BC (ISCBC) and the Ministry of Environment.
- Ministry of Agriculture (AGRI) has collaborated with the Washington State Department of Agriculture (WSDA) to coordinate surveillance and eradication strategies in 2020.
- B.C.'s surveillance program has included a multiprong approach involving the installation of traps in target areas and the participation of beekeepers, municipalities, agencies, First Nations and the public.
- During 2020, no AGH sightings have been reported on Vancouver Island. This raises the possibility that the Nanaimo nest of 2019 was the only nest. If there are no verified sightings during the 2021 season, Vancouver Island can then be declared AGH-free.

- DNA sequencing revealed that the Nanaimo hornets originated in Japan while the Blaine specimens had South Korean origin. This confirms that AGH involved separate introductions at different times and, due to ongoing trade with Asia, future introductions are likely to occur.
- B.C.'s surveillance program has been implemented in three key areas; Nanaimo, Cowichan Valley and Fraser Valley (along the Canada-US border).
- Surveillance in the key areas will continue in 2021.
- Should an AGH nest be discovered AGRI has the trained staff, protective suits and equipment necessary to eradicate the nest through the quick and destructive application of an insecticidal spray or foam.
- Although AGH is classified as a destructive predator of honeybee colonies, the economic impact of losing bee colonies is minimal for several reasons:
 - the limited distribution of AGH may only affect a few colonies,
 - beekeepers are installing various types of screens and devices to prevent AGH from raiding colonies, and
 - AGH dispersal to other areas of B.C. will be limited.

ISSUE/OPPORTUNITY NOTE

Issue: Overview of the Feed BC program that is working to increase the use of B.C. grown and processed foods in B.C. government institutions, facilities, programs and services.

Background:

Feed BC is a Ministry of Agriculture Service Plan pillar that focuses on building the availability, value and variety of B.C. food to grow market opportunities for the agriculture, food and seafood sector. Since 2018, Feed BC has been advancing comprehensive efforts to encourage, inspire and support a shift to more B.C. food in hospitals, residential care facilities, public post-secondary institutions, and other government-supported facilities and programs.

B.C.'s non-commercial food service purchases of approximately \$398 million annually¹ represent a significant market opportunity for the sector. Meeting the high food safety and volume requirements of the institutional market also enables B.C.'s farmers, fishers, ranchers and food, seafood and beverage processors to participate in other large markets.

Feed BC partnerships, resources and programs benefit sector jobs and businesses, community and regional economic development, and provincial food system resilience. They also support sector recovery from COVID-19 disruptions and impacts.

Core Feed BC strategies:

1. Increase government institution awareness and demand for B.C. food products through strategic partnerships, guidance, and improved tracking, sourcing and market intelligence
2. Build capacity/support market-readiness of B.C. producers and processors through new and expanded programs, business skills and food safety training, and 'how to' resources
3. Grow food product value chains, technology and innovation to problem-solve the food needs of government facilities with B.C. supply chain partners, matching demand with B.C. products
4. Track, measure, report on and showcase Feed BC progress across all streams and objectives

Feed BC has developed a broad base of public sector support to build demand and strategic alignment around B.C. foods, including:

- Ministry of Health and Health Authorities:
 - All health authorities participate in Feed BC and are required to annually track and source B.C. foods towards 30% of total food expenditures²
 - Feed BC partnerships are in place with Interior Health, Fraser Health and Northern Health (announcements pending for Island Health, Vancouver Coastal Health and Public Health Services Authority facilities)
- Ministry of Advanced Education, Skills and Training and public post-secondary institutions (PSIs):
 - Feed BC is a 2019-2022 strategic administrative services priority³ of all 25 PSIs
 - Feed BC partnerships and B.C. food initiatives are underway with eight PSIs

¹ fsSTRATEGY Inc. 2019 report to Feed BC. While the non-commercial food service industry includes government-supported, private, semi-private and non-profit facilities, most are government facilities.

² BC Food Expenditures in Healthcare report: https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/agriculture-and-seafood/feedbc/bc_food_expenditures_report_2018-2019.pdf

³ Public Post-Secondary Strategic Priority for Feed BC: *Together with the Ministry of Agriculture, we are partnering on opportunities to support post-secondary Institutions in increasing their use of B.C. foods, which helps institutions meet their sustainability goals and respond to student demand.* https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/institution-resources-administration/asc/04_asc_strategic_plan_2020.pdf (See ASC public infographic attached in eApprovals)

(announcement pending)

- Ministry of Citizen Services:
 - Feed BC is a priority action of the BC Procurement Strategy⁴ and is broadly supported by public service procurement and corporate service working groups and leaders
- Ministries of Attorney General and Public Safety and Solicitor General (Corrections)
 - Feed BC is working with procurement staff to introduce B.C. food targets, tracking and sourcing for contracted food services in regional correction facilities
- Ministry of Education:
 - Feed BC sponsored a multi-ministry BC Stats survey of the school food environment of all K-12 public schools and is working with Education on potential new initiatives

Feed BC works across the agriculture and food sector and with other private sector supply chain stakeholders to support sector capacity and new opportunities. Some highlights:

- Minister of Agriculture's 2020 Roundtable with Food Service Supply Chain Leaders
- Tech partnership with BC Food & Beverage: Food Connection 2.0
- Multi-year Sysco partnership to build B.C. food product inventory available to institutions
- New Value Chain Innovation program/service to activate demand-driven B.C. food product innovation and market opportunities
- Standing Feed BC advisory committees: Industry Value Chain Advisory Group; Health Authorities Local Food Working Group; Public Post-Secondary Institutions Advisory Committee
- New B.C. Food Product Directory (external platform to connect buyers, distributors, suppliers)
- New CanadaGAP (globally recognized food safety certification) strategy for the produce sector
- Economic Benefit (Input-Output) Study (quantify value of shifting to B.C. food)
- Traditional Foods in Public Institutions Study report and webinars
- Ongoing alliance-driven impact projects and sector programs: research, resources and training and certification support to participate in institutions market

Issue/Decision:

Feed BC partnerships and foundational initiatives over the past three years have established strong support and momentum for B.C. food across public and private sector partners. Current strategic, partnership, and expansion work (fall 2020-spring 2021) requiring decision includes:

- Formal partnership launches with Island Health, Vancouver Coastal Health and Provincial Health Services Association Facilities (proposed: December 2020)
- Advice/Recommendations

- Advice/Recommendations

- Advice/Recommendations

- Advice/Recommendations

⁴ Feed BC in the BC Procurement Strategy: https://www2.gov.bc.ca/assets/gov/government/services-for-government-and-broader-public-sector/buy-goods-services-and-construction/support-services/bc_procurement_strategy_2020.pdf

Page 136 of 356 to/à Page 137 of 356

Withheld pursuant to/removed as

Cabinet Confidences; Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Grow BC Mandate

Background:

- Grow BC builds sustainable production and helps B.C. producers expand local food production. This is achieved through enhanced services and supports to the agriculture, seafood and food and beverage sector and protecting the land base, animal, plant and human health.
- Building sustainable production depends on access to clean water, clean air, and healthy soils, as well as farmers' actions related to environmental stewardship and climate adaptation.
 - To further CleanBC and put B.C. on the path to a cleaner, better future, the Ministry supports climate adaptation and mitigation through the creation of Regional Adaptation Strategies and implementation of regional adaptation projects as well as supporting on farm research to focus on resilience to climate-related risks. This includes:
 - Investing \$2.4M in the Regional Adaptation Program, with 22 projects completed or underway, with knowledge transfer and extension components to implement the Regional Adaptation Strategies.
 - \$1.5M in funding for the Farm Adaptation Innovator Program (FAIP) with 12 FAIP projects underway to help producers adapt to the impacts of climate change through applied research and extension activities that mobilize knowledge between farmers, producer associations, and researchers.
 - The Environmental Farm Plan (EFP) Program supports farmers to complete on-farm risk assessments and access cost-share funding through the Beneficial Management Practices (BMP) Program to mitigate environmental risks. In 2020/21, the funding for the EFP and BMP is \$3.35M.
- Sustainable production also depends on attracting and supporting the next generation of farmers, ensuring access to land and capital, and improving resiliency, diversity and competitiveness.
 - The Ministry provides \$0.15M in annual funding to 4-H BC to promote careers in agriculture, increase agriculture literacy, and develop B.C.'s future farmers. Youth Development also supports province-wide, school-based agriculture education programming, in partnership with the Ministries of Health and Education, with BC Agriculture in the Classroom and Farm to School BC.
 - One of the key pillars of the Ministry's *New Entrant Strategy* is access to land for new farmers. The B.C. Land Matching program, delivered by Young Agrarians, supports land access through an online land listing, regional match making services and business readiness supports. Since the pilot program launch in 2016, the program has helped 70 farmers, with 1,883.8 hectares (4,655.0 acres) brought into or maintained in agricultural production.
 - The Small Farm Business Acceleration Pilot Program, to be launched in Fall 2020, will support new and small farmers to access to capital through cost-share for commercial farm infrastructure and equipment to improve their production capacity, efficiency and value add activities.
 - To support the implementation of the *Declaration on the Rights of Indigenous Peoples Act*, the Ministry is working with Indigenous leaders and communities to identify the priorities and actions to move forward with true and lasting reconciliation in the agriculture and food sector. This includes the formation of an Indigenous Advisory

Council and working across government on a joint action plan with the First Nations Fisheries Council. In 2020/21, the Indigenous Agriculture Development Program funded \$0.18M in feasibility and business planning projects with Indigenous communities and entrepreneurs.

- Under Grow BC, the Ministry, in partnership with federal, provincial and local government agencies, delivers services and initiatives to protect the land base, manage food safety, and risks to plant and animal health. These services protect public health, contribute to maintaining public trust and support consumer confidence domestically and internationally in B.C. agriculture and seafood products.
 - The Ministry supports the Agriculture Land Reserve (ALR) and preservation of farmland by promoting a positive urban/agriculture environment, along with working to keep ALR land in production and supporting farmers looking to expand or improve their operations.
 - Industry Specialists, Regional Agrologists, Soil, Water and Nutrient Management Specialists, Veterinarians and Plant Pathologists, and other subject matter experts are actively engaged with partnering with industry groups, local governments and farmers to support agricultural extension, research initiatives and enquiries through AgriServiceBC.
 - Through the Hazelnut Renewal Program, the replacement of diseased orchards and expanding hazelnut acreage in B.C. with new plantings. During the first two years of the program (2018-2019), 25 acres (3,025 trees) of Eastern Filbert Blight infected trees have been removed and 54 acres (11,508 trees) of new trees have been planted.
 - To assist the tree fruit industry to meet consumer demand for high-value, high quality B.C. fruit, the Ministry supports a multi-year Tree Fruit Replant Program. The \$5M Tree Fruit Competitiveness Fund supports three key areas of research, marketing and infrastructure; as well as a top up to the Replant program.
 - The Food Safety Modernization Program focuses on outreach and oversight related to seafood and meat inspection, consolidating slaughter administration, and deploying technology for high performing clients and low-risk activities while maintaining B.C.'s high standards.

Issue/Decision Required:

Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Impacts of COVID-19 on Agriculture (Supply Chain, Labour and Staffing Pressures) require ongoing, targeted ministry and government support

- Global supply chain impacts, loss of sales, foreign and domestic labour shortages, quarantine lockdowns and temporary facility closures, rising and significant health and safety costs, rapidly changed distribution and commerce channels, and closure of businesses unable to withstand impacts required B.C.'s agriculture and food sector to find new ways to work and do business
- The Ministry's response to immediate impacts included working across B.C.'s public and private sector and with all levels of government to:
 - Ensure supply, production, processing, movement, safety and stability of B.C.'s food system
 - Ensure sector access to labour (planning/safety of temporary foreign workers (TFWs) and domestic farm workers (DFWs) from other parts of Canada)
- The Ministry continues to work closely with the sector and across government to address and respond to current needs, and plan for the 2021 season

Background:

During the first few months of the pandemic, B.C.'s agriculture and food sector struggled through the impacts of supply chain disruptions and new health and safety requirements that closed borders, markets, businesses and labour channels and reduced the flow of goods and services essential to the sector. By June 2020, the Ministry had managed over 6500 engagements with stakeholders, helping producers and processors find facilities, labour and markets, and absorb new costs. Impacts included:

- Availability, flow and cost of new personal protective equipment (PPE) required for workers
- Border closures and travel-related quarantine impacting:
 - Export markets for B.C. goods
 - Flow/numbers of agriculture workers needed in B.C. (significant labour access issues)
 - Ability of B.C. farmers to grow/harvest (e.g., tree fruits) through 2020 seasons and beyond
- Limits to business operations, public gatherings and proximity of workers causing restaurants and other market closures and critically impacting sales of B.C. products produced specifically for those markets
- Quarantine lockdowns, facility closures and emergency redirection of commodities/products within the supply chain (e.g., positive COVID-19 tests among food processing plant workers causing plant closures and backlogs in supply of livestock forcing producers to find other avenues to slaughter/processing)
- Changing consumption patterns from this shift have outpaced the ability of food processors to respond, resulting in oversupply of some commodities, and lost markets and sales for those unable to pivot
- New health/safety refurbishment by employers to address PPE costs; limits on numbers of workers and spatial/physical distancing requirements; worker housing requirements for TFWs and DFWs

These exacerbated the existing features of this high-risk sector that make it more susceptible to impacts:

- Vulnerable to weather/seasonal impacts including fire/floods and pests, and labour and input supply, changing market demands, and commodity price fluctuations
- Long-standing labour shortages and high reliance on temporary foreign and domestic (migrant) labour
- Lower than provincial average wage rates and lack of employment security (production and processing)
- Tight profit margins, high land ownership and rental costs, capital-intensive
- Other disruptions to supply chain and market channels (domestic and international)
- Pre-existing and ongoing operational, food safety and regulatory costs and challenges

The sector was deemed an essential service at the start of the pandemic, including support for primary production (agriculture, aquaculture, commercial fisheries) and food, seafood and beverage processing. The sector has a predominance of small and medium-sized businesses with more limited capacity/resilience to respond to supply, labour and market impacts than large businesses. In 2018, the sector enjoyed record-setting gains in many areas and contributed 63,400 direct and 185,000 indirect jobs to the provincial economy.

More detailed sector information is included in Transition Binder Section D: Sector Analysis, Issues Note 12-Agriculture and Food, and Issues Note 13-Aquaculture and Seafood

Sector businesses are found in all communities and regions of the province and rely on key inputs of labour, supply chains, production/processing systems, and markets to succeed. Pandemic impacts to the sector including business closures and job losses have wide provincial repercussions including food availability and economic stability. Real-time solutions and new government funding and programs continue to be key to helping the sector respond to pandemic impacts.

Supply Chain

During the pandemic the Ministry worked closely with Emergency Management BC to provide senior government with a provincial line of sight on critical supply chain issues and needs, participating in EMBC's:

- ADM-level Supply Chain Working Group (focus on PPE to support essential service workers and keep supply chains and businesses open)
- ADM-level Retail Working Group (focus on the food supply chain and public access to commercially available food; included retailers and distributors from Sobeys and Save-On, to Sysco)
- ADM-level Food Programs for Vulnerable Populations WG (focus of non-commercial, charitable food supply/programs needed to feed an increasing number of food-insecure individuals, families and remote communities)

The Ministry is currently working with EMBC and Ministry of Health on terms of reference for a joint Food Supply Sub-Working Group that can be initiated to support pandemic/emergency food provision, safety, supply.

Labour and Staffing Pressures

There were significant sector challenges to accessing foreign and domestic workers during the pandemic. These workers are crucial to tree fruit, berry, grape and greenhouse production, and fish, seafood and food processing across the province. Pandemic impacts exacerbated pre-existing and long-standing labour shortages and heavy reliance on non-B.C. labour. The Ministry developed an immediate response plan and worked closely with EMBC, sector associations, communities and all levels of government to maintain a supply of TFWs and DFWs to the province. This included finding and absorbing the costs of accommodation and quarantine of 4,600 TFWs throughout the spring and summer of 2020. The Ministry worked closely with the Ministry of Advanced Education, Skills and Training on a provincial response to labour impacts across sectors and is advancing an agriculture and food sector-specific strategy and framework to address systemic issues going forward.

More detailed information on the sector's labour needs is included in Transition Binder Section E: Issues Note 23 – Labour, and Section F: 30-60-90 Day Decision Note 31 – Decision on Domestic Seasonal Labour Support for Communities in Okanagan

Issue/Decision Required: Continue Ministry's targeted sector support (supply chain, labour) to support pandemic recovery and address systemic issues to decrease sector vulnerabilities in future emergencies

ISSUE/OPPORTUNITY NOTE

Issue: Ministry of Agriculture actions to move forward with the implementation of the *Declaration on the Rights of Indigenous Peoples Act*

Background:

- On November 28, 2019, the *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) received Royal Assent, following full support of the Legislature.
- The Act establishes the UN Declaration as the framework for reconciliation in B.C. and creates a path forward that respects the human rights of Indigenous peoples while introducing better transparency and predictability in our work together.
- The Province worked with the First Nations Leadership Council (BC Assembly of First Nations, First Nations Summit and Union of BC Indian Chiefs), who were directed by First Nations Chiefs of B.C., to develop the legislation.
- Section 4 of the Declaration Act states that the government must prepare and implement an Action Plan to achieve the objectives of the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and that the Action Plan must be prepared and implemented in consultation and cooperation with the Indigenous peoples in British Columbia.
- Section 5 of the Declaration Act also requires government to report annually on progress towards alignment of provincial laws with the UN Declaration (s. 3) and development and implementation of an action plan to achieve the objectives of the UN Declaration (s. 4). The first annual report outlined progress made towards implementation from the date on which the Declaration Act was brought into force (November 28, 2019) until end of fiscal year 2019/20.
- The legislation also allows for flexibility for the Province to enter into agreements with a broader range of Indigenous governments.

The Declaration Act Action Plan

- The Declaration Act Action Plan is being developed and is proposed to be a strategic, provincial scale document that prioritizes government actions on policy, legislation and practice over time.
- Advice/Recommendations

- Advice/Recommendations

- The Action Plan will not include all reconciliation work with Indigenous partners underway across government and the Ministry of Agriculture (AGRI).
- AGRI has identified six actions that could be included on the Declaration Act Action plan, which require further engagement and consultation, and internal approval before being considered final.

Reconciliation underway at AGRI

- Programs and resources to support indigenous agriculture;
- Fish and seafood agreements with nations (e.g., Broughton Implementation, First Nations Fisheries Council MOU, Coastal First Nations MOU);

- Collaboratively developing an Indigenous Advisory Council on Agriculture and Food with Indigenous representatives from 18 nations across B.C. to identify opportunities to support Indigenous peoples in the food and agriculture sector, reduce barriers to achieving their goals in the sector, and work at a strategic level to implement the UN Declaration.
- Implementation Plan for B.C.'s Draft Ten Principles for Relationships with Indigenous Peoples, which identifies three focal areas: self-determination; building capacity; and, program and economic development (see appendix);
- Reconciliation Committee membership (DM committee, ADM Reconciliation Committee, Champions Table) (see appendix);
 - AGRI has established representatives on the government tables as well as implemented an AGRI DRIPA Internal Working Group (see Appendix for governance diagram).
 - AGRI is engaged with other Natural Resource Sector (NRS) Champions to develop coordination principles, prioritize and align actions being put forward across the NRS sector because the identified Indigenous priorities are highly integrated into the mandates of other agencies with less focus on AGRI.
- Land negotiations with two elements: when Agricultural Land Reserve (ALR) Crown lands are identified, and there is commerce of fisheries assessment; and, actively working with MIRR to create a policy and principles document that can be used to guide current and future land negotiations, transfer options, and implementation of treaties or agreements.

Issue/Decision Required:

Advice/Recommendations

APPENDIX 1

MINISTRY OF AGRICULTURE

IMPLEMENTATION PLAN FOR B.C.'s DRAFT TEN PRINCIPLES FOR RELATIONSHIPS WITH INDIGENOUS PEOPLES

Areas of Focus	Definition	Actions Underway	Corresponding Principles	Actions to be Taken: Toward Establishing Collaborative Relationships	Corresponding Principles	Actions to be Taken: Toward Changing Provincial Laws, Policies and Practices	Corresponding Principles
Self-Determination <i>Supporting Indigenous rights to land, territories and resources.</i> <i>Build process and approaches aimed at securing consent.</i>	The Ministry is pursuing work with Indigenous peoples to realize their rights to self-determination and self-government as it relates to decisions on Crown Land tenures and fisheries management.	BC (FLRNORD, AGRI, MIRR) has signed LOU with three first nations in the Broughton Archipelago to develop consensus recommendations on fish farm tenures in their traditional territory. AGRI leading provincial input to DFO discussions on potential co-management of some fisheries as well as broader reconciliation efforts relating to fisheries and aquaculture.	Principle 1 Principle 4 Principle 6	Review current processes for collaboration with Indigenous peoples as it relates to fisheries and aquaculture issues. Explore opportunities for more formalized engagement with First Nations on provincial positions on fisheries and agriculture, such as the First Nations Fisheries Council.	Principle 2 Principle 3 Principle 5 Principle 7	Review legislation, regulations, and policies that may impact Indigenous right to self-determination.	Principle 1 Principle 4 Principle 9
Capacity Building <i>Forming renewed relationships</i> <i>recognition of rights, respect, cooperation and partnership.</i>	The Ministry is pursuing a series of activities to build capacity across staff and agri-food and seafood sectors to improve work with Indigenous peoples.	Development Indigenous Cultural Training Plan as part of an overall approach for the natural resource sector being coordinated by Strategic HR.	Principle 1 Principle 10	Asses Ministry strengths and challenges and gap analysis of Ministry staff learning needs. Plan and Implement Ministry training session to ensure knowledge and training for existing employees, engage Indigenous persons to assist with planning and delivery. Identify opportunities for partnering with Indigenous peoples to develop	Principle 1 Principle 2 Principle 5 Principle 7 Principle 10	Update Ministry policies and processes, such as MyPerformance, to reflect comprehensive Indigenous reconciliation training plan for new and existing ministry staff. Include indigenous cultural competencies in hiring processes.	Principle 1 Principle 4 Principle 9 Principle 10

APPENDIX 1

MINISTRY OF AGRICULTURE

IMPLEMENTATION PLAN FOR B.C.'s DRAFT TEN PRINCIPLES FOR RELATIONSHIPS WITH INDIGENOUS PEOPLES

				<p>understanding of Indigenous agricultural knowledge.</p> <p>Explore methods to encourage increased cultural intelligence of the seafood and agri-food sector.</p>			
Areas of Focus	Definition	Actions Underway	Corresponding Principles	Actions to be Taken: Toward Establishing Collaborative Relationships	Corresponding Principles	Actions to be Taken: Toward Changing Provincial Laws, Policies and Practices	Corresponding Principles
Program and Economic Development <i>Promoting a supportive climate for economic partnership and resource development.</i>	The Ministry is pursuing collaborative work with the federal government and Indigenous nations to promote a mutually supportive climate for economic partnership and resource development.	<p>Raise the profile of First Nations agriculture and fisheries, for example recent BC presentation to Federal/Provincial/Territorial Ministers of Agriculture in July 2018.</p> <p>Compile inventory of ministry economic development programs that can support economic development of First Nations</p> <p>Assess the First Nation Agricultural Needs Assessment (2012) in light of new commitments.</p>	Principle 6 Principle 8	<p>Review Ministry's economic development support for Indigenous communities</p> <p>Partner with Indigenous peoples to develop strategies to identify and support future economic development opportunities.</p> <p>Work with AAFC and First Nations to advance First Nations agriculture within the context of the Canadian Agricultural Partnership.</p>	Principle 3 Principle 5 Principle 6 Principle 8	<p>Review process and policies for Indigenous peoples' access to economic development programs including ministry interface.</p> <p>Review legislation, regulations and policies to ensure language and processes are reflective of Indigenous culture and priorities for economic development.</p> <p>Review programs and/or take a proactive approach when we are designing new programs, particularly those that are funded by base ministry dollars, to ensure that aboriginal peoples are eligible and</p>	Principle 1 Principle 4 Principle 6 Principle 8 Principle 9

APPENDIX 1

MINISTRY OF AGRICULTURE

IMPLEMENTATION PLAN FOR
B.C.’s DRAFT TEN PRINCIPLES FOR RELATIONSHIPS WITH INDIGENOUS PEOPLES

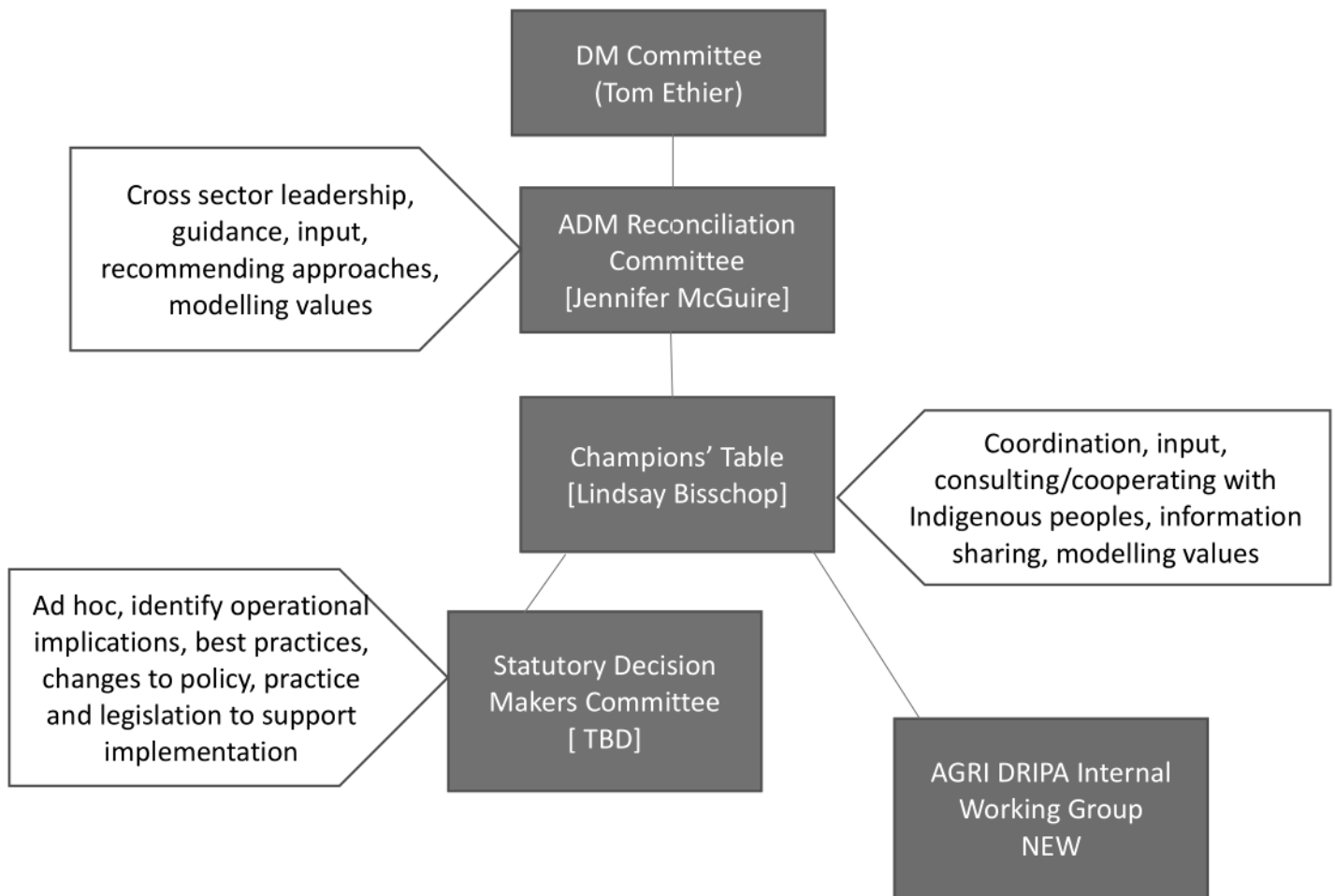
		Launched new B.C. Agri-Business Planning Program and B.C. Indigenous Agriculture Development Program on October 17, 2018.				encouraged to access funding / support. This can be done through application of Aboriginal policy framework – and other ways	
--	--	---	--	--	--	--	--

Page 147 of 356 to/à Page 148 of 356

Withheld pursuant to/removed as

Cabinet Confidences; Intergovernmental Communications

Appendix C – AGRI Internal Governance Structure



Appendix B – AGRI Draft Action Plan Priorities

	Agency Lead (Support) & Summary of Priority	Identified by	Potential Actions (Draft to be reviewed based on prioritizes and funding)	Assessment of Action	Timeline for Action
1	AGRI Review policy and legislation to reduce barriers to reconciliation and collaboration.	MIAGA <i>What we Heard Meeting Report</i>	Actions (draft): <ul style="list-style-type: none"> • Complete review of AGRI policy and legislation to identify priorities and approach for alignment of laws work. • Initiate policy and regulation project related to culturally significant uses of ALR with the ALC. Advice/Recommendations; Intergovernmental Communications	Potential- there is potential opportunity for action, and requires further scoping and engagement	Short (1-3 years)
2	AGRI Better funding, including for infrastructure and capacity building, to support the success of Indigenous peoples in the food and agriculture sector	MIAGA ¹ <i>What we Heard Meeting Report</i>	Actions (draft): Advice/Recommendations	Potential- there is potential opportunity for action, and requires further scoping and engagement	Short (1-3 years)

¹ Minister's Indigenous Advisory Group on Agriculture

			<ul style="list-style-type: none"> Work with Ministry programs and with other partners (i.e. IAF, AAFC, FLNRORD, MIRR) to coordinate and improve programming. 		
3	AGRI Strengthening markets for Indigenous products by strategically identifying promising, viable markets and through product and value chain development	MIAGA <i>What we Heard Meeting Report</i>	Actions (draft): Advice/Recommendations	Potential- there is potential opportunity for action, and requires further scoping and engagement	Short (1-3 years)

4	<p>AGRI</p> <p>Strengthening agricultural and food production, processing, storage and distribution capacity to increase community food security and resilience to food system disruptions due to Climate change-related and other disasters, such as wildfires, floods and transportation network failures</p>	<p>MIAGA <i>What we Heard Meeting Report</i></p> <p>Ministry of Health and Feed BC Traditional Foods Study</p> <p>Ministry of Agriculture engagement booth at CleanBC Provincial Forum for Indigenous Communities</p> <p>First Nations 2017 Wild Fire Recovery Plans (Cariboo Region FLNR Trend Summary)</p>	<p>Actions (draft):</p> <ul style="list-style-type: none"> The Climate Action Team is working with the Climate Action Secretariat and other ministries to develop the provincial Climate Preparedness and Adaptation Strategy anticipated to be released in December 2020. AGRI has identified a number of proposals for consideration: <ul style="list-style-type: none"> Develop an agricultural climate adaptation infrastructure program, including investing in water infrastructure to secure water resources for agricultural production. Developing on-farm adaptation support to build the agriculture sector's resilience to wildfire, flooding, drought and other extreme conditions Improve predictive modelling, monitoring, data bases, detection, and informational resources related to new and emerging agricultural pests. Enhanced provincial agricultural weather monitoring network. For B.C. aquaculture and fisheries, conduct a needs assessment for climate risks and vulnerabilities and develop an action plan. (New) Conduct risk assessments and predictive mapping to support planning for future agricultural development. Support wildfire preparedness activities through the BC Agriculture and Food Climate Action Initiative and ensure inclusive access for First Nations producers and communities. Advice/Recommendations HLTH and SDPR proposed the development of a Cross-Government Food Security Policy Framework which is currently being considered at DMCSI. AGRI is engaged to understand and define our role and approach to food security. food sovereignty and food system initiatives. 	<p>Potential- there is potential opportunity for action, and requires further scoping and engagement</p>	<p>Short (1-3 years)</p> <p>Long (6-10 years)</p>
---	--	--	--	--	---

5	AGRI Sustaining and revitalizing traditional foods and Indigenous food systems, including traditional medicines, through the restoration and restitution of Indigenous food producing lands and other resources (e.g. water), re-building and innovating food production and processing knowledge and skills, and re-establishing and strengthening of inter-community trade networks	MIAGA <i>What we Heard Meeting Report</i>	<p>Actions (draft):</p> <ul style="list-style-type: none"> • Build off findings of Feed BC sponsored joint study with HLTH and BC CDC on barriers and facilitators to serving traditional foods in govt institutions. Results and recommendations will be presented early Oct 2020; report will be publicly available on Feed BC website; webinars will be offered to interested ministries in late fall 2020. • HLTH and BC CDC are working on an <i>Indigenous Communities Food Processing & Preparation Practices project</i> to consult Indigenous communities to better understand their food processing and preparation practices of traditional foods. Cabinet Confidences; Advice/Recommendations Cabinet Confidences; Advice/Recommendations • Development of long-term community-led food systems strategies that identify opportunities/actions to strengthen Indigenous agricultural and food production, processing, storage and distribution capacity in each region. • See Climate Action proposal (above) on investing in water infrastructure. 	Potential- there is potential opportunity for action, and requires further scoping and engagement	Long (6-10 years)
6	ENV / AGRI / MIRR / FLNRO Work with Indigenous peoples to realize their rights to self-determination and self-government as it relates to decisions on fisheries management	First Nation Fisheries Council (FNFC)	<p>Actions (draft):</p> <ul style="list-style-type: none"> • First Nations Fisheries Council (FNFC) Action Plan related to the Joint Agency MOU priorities. 	Potential- there is potential opportunity for action, and requires further scoping and engagement	Short (1-3 years)

CORPORATE ISSUE/OPPORTUNITY NOTE

Issue: Potential to Unlock British Columbia Fisheries and Aquaculture economy

- With continued decline of most wild salmon stocks in B.C., the near extirpation of Interior Fraser Steelhead (IFS), and dispersed provincial attention on Fisheries management, the Province should re-consider the shared fisheries management model with DFO and develop and execute a comprehensive strategy on how to best conserve and recover wild fish stocks so that the full potential of B.C.'s fisheries and aquaculture economy is unlocked and realized.

Background:

- Salmon in B.C. are facing unprecedented declines. For example, this year twelve of thirteen wild Fraser River Chinook salmon stocks are deemed at risk. The IFS are at imminent risk of extinction. Spring 2020 estimated number of spawners is 295 (Thompson run is 257; Chilcotin run is 38).
- It is believed that the primary factors in the decline include ocean survival, predation, harvest levels, habitat degradation and water temperatures. The lifecycle of salmon makes it challenging to determine the relative impact of each of these factors on stocks.
- In 2018, the total value of all fisheries and aquaculture, fish and seafood processing, commercial and sport fishing was \$3.3B in revenue. An estimated 15,000 British Columbians were employed with wages estimated at \$465M. The marine and freshwater Sport Fishing sector contributes \$1.1B to the total fisheries revenue.
- In 2019, B.C. exported \$1.4 billion in seafood products to 70 markets, an increase of 2 percent in value from 2018. Farmed Atlantic Salmon is the top exported product from B.C. - worth \$562 million. B.C. is consistently ranked as the 4th largest farmed Atlantic salmon producer in the world. The Seafood sector offers over 3,700 jobs with approximately 75 percent in coastal communities; 18 percent Indigenous employment; and approximately 25 percent employment of women.
- The Federal Government holds most authorities for salmon and aquaculture. The Federal and the Provincial Governments agree that fisheries management puts conservation first, then First Nations Food Sustenance and Cultural fisheries followed by consumptive (commercial or recreational) fisheries.
- Pressure is mounting on the Federal Government to take stronger actions, including limits to commercial and First Nation harvest. Pressure is mounting on the Province from the Federal Government, First Nations and stakeholders to take targeted action on habitat management, protection and remediation.
- The Ministry of Agriculture (AGRI) is the provincial lead agency for fisheries and seafood, and the strategic lead for aquaculture. Forests, Lands and Natural Resource Operations (FLNR) is responsible for freshwater fisheries, habitat and a shared role in invasive species management. Environment (ENV) is responsible for pollution prevention, species at risk and a shared role in invasive species management. Indigenous Relations and Reconciliation (MIRR), Transportation and Infrastructure (TRAN), Tourism, Arts and Culture (TAC), and Jobs, Economic Development and Competitiveness (JEDC) have interests and legislative responsibilities in the sector.
- AGRI, ENV, FLNR, MIRR, TRAN and TAC have ongoing relationships with DFO related to their respective areas with each ministry participating in numerous uncoordinated committees. AGRI alone is a participant in over 80 committees with DFO on fisheries. There is no clear lead in B.C. to champion fisheries and aquaculture management and the development of this economic sector.
- A number of strategic initiatives (2009 Cohen Commission, 2019 B.C. Wild Salmon Advisory Council (WSAC), the 2017 Minister of Agriculture's Advisory Council on Finfish Aquaculture (MAACFA), 2019 FOPO Report, and the 2018 Broughton Salmon Farming Negotiations) contain

recommendations which seek to improve the state of Pacific salmon stocks and/or better manage aquaculture and fisheries in B.C. The WSAC recommendations identify the importance of the Province's jurisdictional authority for labour-force development, communities, food/seafood processing, freshwater salmon habitat, and education/training, and in part, led to the creation of the \$142M B.C. Salmon Restoration and Innovation Fund. In 2018 a clear policy on the issuance of provincial salmon farm tenures was established and comes into effect in 2022.

- Over the years, there have been a variety of provincial strategic approaches, including the formation of a stand-alone Provincial Ministry of Fisheries in the 1990s, to lead executives for fisheries (both DM and ADM), the Seafood Secretariat, and the formation of the bilateral B.C.-DFO Pacific Council of Fisheries and Aquaculture Ministers (PCFAM) in 2006.
- 33 percent of freshwater fisheries habitat or over 800,000 kms is considered stranded habitat (habitat not accessible by salmon) which is identified as an immediate opportunity to unlock habitat to support in peril salmon stocks. \$1M was spent on habitat restoration in 2019, and since 2009 \$21M has been spent to reconnect 804kms of habitat.

Issue/Opportunity:

- Despite the numerous responsibilities and touchpoints between provincial agencies and DFO there has been varied success in the ability to influence federal fisheries policies in alignment with provincial priorities and see a change in the state of salmon stocks in B.C.
 - Advice/Recommendations; Intergovernmental Communications
-
- Advice/Recommendations
 -
 - Supporting and growing the sports fishery is a potential area of growth. By better coordination of provincial efforts and dedicated efforts to unlock stranded habitat, this could contribute to increasing habitat for salmon and growing this sector.
 - A comprehensive and enhanced approach could be informed by a thorough review and assessment of all ministry roles and responsibilities, the provincial objectives for management of the sector, and all committees and engagement points with Canada related to fisheries and aquaculture. Confirmation of provincial objectives for the sector will guide level of participation in federal committees and would include consideration of best leverage, influence and investment role by B.C.
 - As fisheries are seasonal by nature, work could begin through winter 2020, in advance of the beginning of the salmon fishing season in summer 2021.

ISSUE/OPPORTUNITY NOTE

Issue:

Invasive Species Management – better alignment and coordination of all invasive species is needed – currently delivery is by at least 4 ministries –Advice/Recommendations

Background:

Invasive species management by the Province of British Columbia is an issue of shared jurisdiction involving primarily the Ministry of Forests, Lands, Natural Resource Operations, and Rural Development (FLNRORD), the Ministry of Agriculture (AGRI), and the Ministry of Environment and Climate Change Strategy (ENV). Management issues are wide-ranging and involve weeds, insects, fungi and viruses in agricultural systems as well as forestry operations, and invasive aquatic species in water bodies.

Primary Ministries Involved in Invasive Species Management, Type of Invasive Issue and Main Legislation

FLNRORD	AGRI	ENV
<ul style="list-style-type: none">• invasive plants & animals in forestry, rangeland, natural environment• insects in forestry operations• Legislation: <i>Weed Control Act, Wildlife Act</i>	<ul style="list-style-type: none">• weeds in cropland• invasive insects, fungi, viruses and other pests in crops• Legislation: <i>Plant Protection Act & Regulations</i>	<ul style="list-style-type: none">• aquatic invasive species in rivers, lakes and sea• invasive mammals• Legislation: <i>Integrated Pest Management Act</i>

The legislation that governs invasive species management includes several Acts and Regulations. Chief among these are the *Plant Protection Act* (AGRI) which addresses insects and disease pests of plants, the *Weed Control Act* (FLNRORD) which addresses invasive plants, and the *Wildlife Act* (FLNRORD) that addresses invasive animals. The legislation requires updating and there are gaps that the existing legislation does not fully address, including the addition of new species and issues pertaining to invasive aquatics and mammals. Initiatives are underway by the Inter-Ministry Invasive Species Working Group to address these gaps by Advice/Recommendations

Advice/Recommendations

Currently, the abovementioned natural resource ministries have different levels of interest, resourcing, and expertise in different types of invasive species issues. Operations related to invasive species issues falls to the most appropriate ministry. Though this may seem like a fractured approach, it mostly works well if there is adequate communication, collaboration, and shared resources amongst the various ministries and work units on priority invasive species issues before and during any related operation. The involvement of different lead ministries is required to ensure relevance and applicability to the issue being addressed. For example, an invasive species that affects forestry will be addressed by specialists at FLNRORD, who understand forest management.

Ministries often also work with non-provincial organizations such as local governments, community organizations, farmer/grower organizations, private companies, and other non-government organizations to implement programs related to invasive species prevention and management.

Prioritizing and work planning is usually a collaborative effort as more than one Ministry or private entity has a stake in the outcomes.

At AGRI, we have the expertise and capability to address invasive species issues related to insects, fungi and viruses in an agricultural setting. What AGRI lacks is the ability to address invasive plant species issues (agricultural weeds) in agricultural settings. FLNRORD addresses invasive plant issues, but in forestry, rangeland or the natural environment, not in horticultural settings. Yet agricultural weeds account for the greatest economic impact of all pests. Weeds in agriculture require the expertise of a weed specialist to develop weed management strategies and deliver extension services to growers such as weed identification and control options on farms.

AGRI also requires an updated *Plant Protection Act* to adequately address pests and pathogens in agriculture.

Issue/Decision Required:

Advice/Recommendations

CORPORATE ISSUE/OPPORTUNITY NOTE

Issue: Development of an agricultural labour strategy to increase the domestic agricultural labour workforce

- Develop and establish an agriculture labour program to oversee problem definition and resolution, and implementation of a multi-faceted agriculture program specifically overseeing:
 - 1) Temporary Foreign Workers (TFW) demand, consular and stakeholder liaison, and ensuring on-farm health and welfare related to COVID-19, and
 - 2) Domestic Farm Workers (DFW) demand, increasing local employment in agriculture, stakeholder and local government liaison, and ensuring on-farm health and welfare related to COVID-19.

Background:

- B.C. agricultural labour force is estimated to be over 53,000. That workforce is comprised of DFWs and TFWs. The DFW workforce is comprised of full-time permanent jobs like dairy operators and temporary/seasonal jobs like fruit picking. In past years, over 6,000 DFWs were essential to the fruit harvest in B.C. In 2019, B.C. welcomed over 11,000 TFWs who were crucial to the success of greenhouse, mushroom, tree fruit and vineyard operations, etc.
- The B.C. Agricultural sector contributes 2.2% to provincial GDP (in 2019) and has many unique sectors which continue to emerge and grow creating business opportunities and livelihoods for British Columbians.
- Reliable agricultural labour is critical to this sector's success. In 2017, approximately 27% of Canadian farmers experienced a labour shortage which caused an estimated 19.5% in lost sales.
- The 2019 Labour Market Outlook produced by AEST estimates that B.C.'s agriculture sector is expected to have the largest growth in employment opportunities over the next 10 years with farms posting 7500 jobs and food manufacturing posting over 11,000 jobs.
- COVID-19 exposed the fragile supply chain in agriculture which has direct implications to agricultural businesses and to ensuring enough food is produced and available to British Columbians.
- April 2020, EMBC launched a TFW 14-day isolation procedure, to address the public health emergency and satisfy the Provincial Health Officer (PHO) Order which aligned with the Federal quarantine requirements and included on-farm accommodation inspections to ensure it complied with guidance to enhance workplace and worker safety before TFWs were allowed to go to work.
- All costs for implementation of the unique TFW program were funded and resourced primarily by the Province; with the federal government providing \$1500 per worker to the employer for covering wages of the workers and other eligible costs such as transportation while in isolation.
- The B.C. 14-day isolation process has been recognized by other provinces as the right thing to do.
- As of October 15, 2020, the unique TFW isolation process prevented 61 COVID-19 positive TFWs from proceeding to B.C. communities and farms, thus significantly reducing community outbreaks.
- Provincial staff resources to implement the TFW 14-day isolation procedure came from EMBC, HLTH, FLNR, ALC, CITZ, GCPE, Labour, and other govt agencies; staff were reassigned from base duties to work on this provincial priority.
- Provincial costs to support a TFW through this 14-day isolation procedure is estimated \$3500 per TFW plus the costs of farm inspections and follow-up.
- Cabinet Confidences

Cabinet Confidences

AGRI led the planning and

implementation of DFW camp sites in the Okanagan during the summer of 2020, GCPE led the development of training materials for camp site safety.

- July 2020, EMBC transferred leadership for TFW and DFW programs to AGRI; HLTH continued to support; CITZ continued to provide telephone wellness check services, while other agencies reduced or stopped participation in TFW and DFW activities with the transfer of responsibility to AGRI.
- Efforts by AGRI to address labour issues have included working with AEST to assess and develop workforce strategies for the agriculture sector; deliver programs that focus on succession planning and building management skills of entrepreneurs; supporting initiatives to increase domestic workforce through 4-H and Agriculture in the Classroom programs; development of human resource management tools; providing support for health, safety and management of the inter-provincial workforce; and participating on the Federal-Provincial-Territorial Agricultural Labour Task team and other FPT initiatives.
- COVID-19 has increased AGRI's role in the labour file as a liaison with consulates, management of stakeholder and employer/farmer relationships, collaboration with provincial colleagues, and engagement with federal agencies to ensure B.C.'s labour position and needs are heard.
- In Summer 2020, AGRI developed the B.C. Farm, Fish & Food Job Connector and undertook a digital media recruitment campaign.
- In December 2020, Ministry of Labour is launching the employer registry under the *Temporary Foreign Worker Protection Act*. AGRI is a partner with Labour on this registry.

Issue/Opportunity:

- In B.C. there are other labour models (such as the silviculture model) which may provide opportunities for improvements to the agriculture labour workforce. Other jurisdictions use TFW and seasonal agricultural workers where there may be opportunities to bring their lessons learned to B.C. to improve the B.C. program.
- There is currently no established agricultural labour program or organizational alignment for labour within AGRI.
- Advice/Recommendations
-
-
-
-
-

Land Use and Economic Opportunity in the Northeast Economy, Biodiversity, and Reconciliation

Issue:

Realization of new economic opportunities in the Northeast of British Columbia (B.C.) are subject to the resolution of longstanding issues, including the Treaty Land Entitlement (TLE), caribou and cumulative effects. Successfully implemented and endorsed Land Use Plans are key to balancing economic, environmental, societal and Treaty 8 demands into the future.

Background:

- The total estimated value of B.C. Hydrocarbon resources (gas, liquids such as propane, and oil) in the Northeast of B.C. is approximately \$65 billion, which does not include the capital investment needed to produce the resource. Government has collected \$3.2 billion in direct revenues over the past five years.
- In addition to the Hydrocarbon opportunities, there are currently two operating metallurgical coal mines in the region. Total economic potential from mining in the region is estimated at \$66 billion.
- Privately owned farm business contributes value through increasing total farm receipts. In 2016 farm receipts were \$195.5 million - an increase of \$50.574 million from 2011 (\$144.9 million).
- Further electrification of extractive industries will be a corner stone to advancing responsible development in the region while living up to our climate commitments.
- In August 2019, BC and Canada signed a Memorandum of Understanding (MOU) in support of electrifying BC's natural gas and liquefied natural gas sectors. To date, BC has received federal approval for the Peace Region Electricity Supply (PRES) project. (\$83.6 million)
- However, the rapid expansion of these sectors has created challenges and has generally outpaced the scope and relevance of the current Land Use Plans in place for the region.
- There are several long-standing issues which have been impediments to advancing the provincial relationship with Treaty 8 First Nations:
 - **Treaty Land Entitlement (TLE):** West Moberly, Halfway River, Doig River, Blueberry River and Sauteau did not receive all the land they were entitled to under Treaty 8. The five Treaty 8 First Nations involved in TLE have identified settlement as their top priority. ^{Advice/Recommendations; Intergovernmental Communications}

-

- **Caribou:** Since 1970 West Moberly First Nations, and Saluteau First Nations more recently, have endeavoured to conserve and protect caribou from ongoing impacts from linear features and resource development. The province completed a partnership with two of the Treaty 8 First Nations and Canada, which has caused considerable conflict with stakeholder relations in the region.
- Collaborative initiatives such as the Regional Strategic Environmental Assessment (RSEA) and the update to the Fort St John Land Resource Management Plan are seeking to reconcile the broader interests of Treaty 8 First Nations around cumulative effects development, while moving forward to create certainty and coordination of activities.
- Proposed land use decisions on natural resource development may result in changes to the location and amount of activities such as forestry, and coal mining. There may also be changes in hunting regulations and recreational access in some critical areas.
- These pending land use decisions, with the intent of protecting species at risk or settling long outstanding Treaty issues, often concern local non-indigenous residents and contribute to distrust of both federal and provincial government officials. Provincial staff are engaging local governments and residents in the planning processes wherever possible.

Opportunity

- Advice/Recommendations; Intergovernmental Communications

•

- Advice/Recommendations; Intergovernmental Communications; Government Financial Information

- Advice/Recommendations; Intergovernmental Communications

•

CORPORATE ISSUE/OPPORTUNITY NOTE

Issue/Topic:

- Modernized land use planning program overview and project update

Background:

- In 2017 Minister Donaldson's mandate letter directed the Minister to work with the "Minister of Indigenous Relations, First Nations and communities to modernize land-use planning and sustainably manage BC's ecosystems, rivers, lakes, watersheds, forests and old growth".
- In early 2018, the Province announced a three-year commitment of \$16.3M to support a phased approach to modernized land use planning. Ongoing funding after the initial 3 years is forecasted at \$7.8M.
- Modernized land use planning processes are co-led, in partnership with the Province and Indigenous Nations, with significant collaboration and input from local governments and with the engagement of impacted stakeholders.
- Land use planning (LUP) sets objectives and direction for sustainable resource stewardship and management across natural resource sectors, promoting economic certainty and reconciliation with Indigenous peoples.
- Key drivers include advancing reconciliation, a strong sustainable economy, cumulative effects, landscape level disturbance and old forest management, water sustainability, climate impacts, and species at risk.
- Since being endorsed by Cabinet in June 2019, nine regional LUP projects have been initiated in high priority areas to address defined community needs. These projects vary in scale and complexity, from issue-specific to comprehensive.
- Some LUP projects will result in the creation of new land use plans. Other LUP projects were initiated to update, and address gaps in, existing land use plans, incorporating new issues and values such as climate change, socio economic values and indigenous knowledge.
- Currently, LUP projects are in various stages, including government-to-government discussions to develop foundational agreements on LUP such as Terms of Reference (TORs) and Project Charters and technical work to prepare for plan development (data gathering, base case analysis, etc.).
- Land Use Planning (LUP) projects are coordinated and resourced by regional staff. The provincial LUP program coordinates budget allocations, provides guidance and tools to support planning processes, and assists with communication and engagement.
- Targeted engagement with key stakeholders such as the Union of BC Municipalities, the Forest Industry (COFI), the BC Business Council and others continues to occur at the program level, with project specific engagement occurring through project teams and the new provincial online engagement platform.

Opportunities

- Modernized land use planning is conducted in partnership with Indigenous governments and provides a significant opportunity to meaningfully advance reconciliation through the identification of shared interests and the creation of structures to support shared decision making.
- A key outcome of the modernized land use planning program is enhanced relationships with First Nations communities. LUP has been identified by First Nations Leadership Council as key tool in the implementation of the BC *Declaration on the Rights of Indigenous Peoples Act* (The Declaration Act).
- LUP projects are also an opportunity to engage with local governments and stakeholders on a suite of values and planning issues of concern to them.
- LUP is multi-sectoral, providing an opportunity to address, and better align a range of government priorities and initiatives, such as species at risk, caribou herd planning, watershed health and climate change adaptation.
- Significant progress has been made in the development of policy, guidance and tools to support LUP, including the launch of an online public engagement platform for land use planning.

Challenges

- It has taken time to build lasting trust-based relationships between BC and Indigenous partners at land use planning tables and negotiating on issues such as governance, shared decision making, and revenue sharing have resulted in delays to the approval of government to government agreements. At the same time, substantial progress has been made in building solid relationships and a shared understanding of land and resources issues and values.
- Advice/Recommendations

Projects overview and status update:

- Advice/Recommendations
- More information will be made available in subsequent 30/60/90-day project specific notes.

Page 164 of 356

Withheld pursuant to/removed as

Advice/Recommendations; Intergovernmental Communications

Page 165 of 356

Withheld pursuant to/removal as
Intergovernmental Communications; Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Rural Slaughter Modernization – Transfer of Rural Slaughter Administration

Background:

In 2018, following consultations around B.C., the Select Standing Committee on Agriculture Fish and Food (SSCAFF) released their “Local Meat Production and Inspection in British Columbia” report. The report made 21 recommendations regarding meat slaughter and inspection in B.C., all of which were accepted by the Province.

In response to the SSCAFF Report, Ministry of Agriculture (AGRI) solicited input from local governments from June to October 2019 regarding Class D rural slaughter licences. One of the dominant themes heard was that administration of all provincial slaughter should be consolidated under the Ministry of Agriculture. Since 2010, AGRI has delegated responsibility to Health Authorities to administer rural Class D and E slaughter licences under the Meat Inspection Regulation.

Based on the feedback received from local governments, the Food Safety and Inspection Branch (FSIB) recommended rescinding delegation of Class D and E administration, which was approved by Minister Popham on March 31, 2020. The order was rescinded on August 13, 2020 and replaced with Ministerial Order No. M306.

On August 19, 2020, the Ministry announced publicly that responsibility for administration of Class D and E licences would be returning to the Ministry of Agriculture effective December 1, 2020.

Ministry of Health (HLTH) administers the *Public Health Act* and *Food Safety Act*, except for the parts of those Acts related to animal slaughter. The HLTH legislation applies to all meat processing and retail activities at Class A, D and E establishments. There is no processing at Class B establishments, only slaughter. Health Authorities (HA) administer meat processing and retail activities under HLTH legislation at slaughter establishments and other food premises.

Following transfer of rural slaughter administration to AGRI, HAs will continue to be responsible for meat processing and retail sales at Class A, D and E establishments (Class B is slaughter only) and at other food premises such as butcher shops. HLTH, BCCDC and HAs will also maintain responsibility in slaughter establishments for food safety outbreak investigations.

On September 14, 2020, AGRI released a Rural Slaughter Modernization Intentions Paper for public and industry comment regarding potential policy changes to meat processing in rural areas of the province that prioritize food safety and animal welfare that could increase economic opportunities and strengthen B.C.’s provincial food system. The closing date for submissions is November 16, 2020.

Since 2014, there has been an increase of 1 FTE and no additional funding for implementing the meat inspection program in B.C. even though the number of animal units processed as increased over 21%. With the shift of administration of D & E licenses back to AGRI, this additional inspection responsibility will further strain the existing resources available in the meat inspection program.

Issue/Decision Required:

AGRI is taking oversight of rural slaughter to ensure that the public has access to safe meat from animals that were kept and slaughtered in humane conditions, while improving local food security. AGRI will improve education for rural operators regarding animal welfare and slaughter practices, which is a priority due to increasing criticism from animal activist groups.

AGRI staff in the FSIB and Meat Inspection Program (MIP) will develop improved administrative processes and operational documents, with the aim of inspecting all rural establishments within the first year of AGRI oversight.

AGRI staff are:

- collaborating with HA representatives who were involved in Class D and E licensing to transfer records,
- exploring the opportunity to partner with FrontCounter BC to deliver licensing administration, and
- working with HLTH and the provincial Environmental Health Protection Advisory Committee (EHPAC) to coordinate strategic policy.

Advice/Recommendations

New consideration must be applied in the context of the COVID-19 pandemic and resulting significant impacts to the entire agriculture sector.

Advice/Recommendations

Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Trade and Market Access: Positioning B.C.'s agriculture, agri-food, fish and seafood sector to take advantage of trade opportunities and respond to market access concerns.

Background:

- In 2019, British Columbia (B.C.) exported \$4.7 billion of agrifood (\$3.3 billion) and seafood (\$1.4 billion) products to 152 international markets.
- The top exported products in 2019 were farmed Atlantic salmon (\$562 million), food preparations for manufacturing & natural health products (\$377 million) and fresh and frozen blueberries (\$273 million).
- Canada's major trade agreements include the Canadian-European Economic and Trade Partnership (CETA), ratified in 2017; the Comprehensive and Progressive Trade Partnership (CPTPP), ratified in 2018; and, the Canada, US, Mexico Agreement (CUSMA), ratified in 2020.
- Since ratifying these agreements, trade work has focused on a) implementation (e.g., Tariff Rate Quota policy consultation); b) responding to market access concerns; c) advocating for the compensation to the supplied managed sectors for concessions made in the agreements; and d) evaluating Government's trade policy supports and market development opportunities.
- Two market access challenges include seasonal produce in the United States (U.S.) and market access to China amid COVID-19-related restrictions.
- In September 2020, the U.S. released their Seasonal Produce Plan that outlined a strategy to address U.S. industry concerns over imports of seasonal and perishable produce. The plan lays out the intention to conduct both the 201 Global Safeguard Investigation (GSI) into fresh and frozen blueberries, which was launched September 29, 2020 and a Section 332 Fact-Finding Investigation into bell peppers and strawberries, which has not yet been initiated.
- The GSI will look into whether increased imports have resulted in or threaten serious injury to the U.S.'s industry. Based on the investigation's findings, the U.S. International Trade Commission recommends to the U.S. President whether a trade remedy is appropriate (such as a tariff or quantitative restrictions). Trade remedies are designed to provide temporary relief to allow a domestic industry to adjust to import competition and gain the ability to compete successfully after termination of such measures.
- Fresh blueberries are B.C.'s third largest agri-food and seafood export at over CAD\$273 million, with 92% of exports going to the U.S. (2019). A tariff on blueberries would be damaging to the blueberry sector.
- B.C. exports of strawberries have been erratic. In 2019, B.C. exported over 83 thousand kilograms of frozen strawberries to the U.S., valued at over \$164 thousand. For the same year, B.C. exported almost 23 million kilograms of bell peppers, valued at just over \$98 million.
- The Chinese market is also vulnerable. China has reacted to the COVID-19 outbreak by implementing several new import measures that have the potential to impact B.C. agri-food exporters, or at least erode confidence in the market. Measures have included investigations of food processing facilities to ensure COVID-19 health and safety measures are in place and a requirement that businesses voluntarily

ceased imports if an employee is positive for COVID-19. More recently, China was notified at the World Trade Organization (WTO) that it intends to test products upon arrival in China for COVID-19. Any products found positive are to be denied import.

- Some B.C. sectors, such as fish and seafood, have expressed unease with these measures as measures do not appear to be science-based and the process and recourse is unclear.
- To support market access concerns, such as the blueberry investigation and the Chinese import measures, the Intergovernmental Relations and Trade group collaborate with government trade partners and the sector to provide advice on an appropriate Ministry of Agriculture (AGRI) response. Staff have close relationships with JEDC, Agriculture and Agri-Food Canada (AAFC) and Global Affairs Canada (GAC).
- Trade policy concerns, such as market access challenges, are of shared jurisdiction. GAC leads Canada's official response on all international concerns. AAFC, however, remains closely linked in all agriculture and agri-food challenges as the industry expert and AGRI policy considerations. Similarly, in B.C., JEDC leads the province's official response internationally and/or to GAC. AGRI works in tandem with JEDC to develop that strategic response with expert input on the sector and related agricultural policy considerations.
- Market development and diversification is another key area of focus for industry and government to reduce market risk and ensure B.C.'s export-oriented sectors can mitigate impacts from trade issues and market access barriers in priority markets. AGRI and the Ministry of Jobs, Economic Development and Competitiveness' (JEDC's) joint 2016-2020 International Strategy includes the following countries as B.C.'s top five priority markets: U.S., China, Japan, South Korea, and Hong Kong. The Strategy also includes 17 secondary priority markets across Asia and Europe.
- Since the start of the COVID-19 pandemic, B.C.'s agriculture, fish and seafood sector has experienced significant disruptions to regular trade as a result of impacts to key export markets in the U.S. and Asia.
- As countries around the world close food service market channels, restrict in-store grocery shopping and limit large tradeshows and events as part of their response to COVID-19, B.C. exporters are increasingly at risk of not being able to effectively divert existing or future product supplies to alternative markets/channels.
- To maintain success in international markets, B.C. farmers and food processors will need to identify alternative approaches and market channels to access these consumers and have the skills, knowledge and capacity to shift their export plans and activities to take advantage of these opportunities.
- While some exporters may be able to pivot their product to the domestic market to mitigate reduced demand internationally, others that either sell products that do not have strong demand domestically (such as Geoduck and sea urchin roe) or harvest/produce more product than can be sold here (such as live crab, cherries and blueberries) will need continued support to pivot to other markets. For these products, Canada's current trade agreements offer opportunities to explore new markets such as those in South East Asia and Europe that previously did not seem as attractive prior to COVID-19 due to lower consumer purchasing power (i.e., Vietnam, Philippines, etc.) or longer transportation distances (U.K, Germany, France, etc.).
- To ensure that AGRI is prepared to support the sector to diversify and develop their domestic and international markets over the next year, AGRI's Market Development Unit is focused on analyzing impacts to B.C.'s priority markets and preparing market-specific and commodity-specific briefings for

government and the sector. This will support informed decision-making around market diversification/development and where to focus resources. The Market Development Unit is also working closely with AAFC and JEDC to identify opportunities to adapt CAP Market Development Programming prior to next fiscal year to support emerging needs of the Sector, such as pivoting to e-commerce/virtual events and supporting exporter preparedness.

Issue/Decision Required:

- Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Minister Approval Process for Tribunal Remuneration Plans (TB Directive)

Background:

- Treasury Board has approved updated Directives pertaining to remuneration guidelines for appointees to administrative tribunals and Crown Agency boards.
- Treasury Board has an Appointee Remuneration Committee (ARC) which is tasked with reviewing the guidelines once every three years and making recommendations to Treasury Board as required. Current ARC membership includes: President & CEO of the Public Sector Employers' Council Secretariat (Chair), Deputy Minister to the Premier and Head of the Public Service, Deputy Minister of Finance, Deputy Attorney General, Deputy Minister of the Public Service Agency, Associate Deputy Minister & Secretary to Treasury Board.
- The objectives of the 2019 Triennial Review were to:
 - improve transparency, administration, and operational flexibility;
 - clarify roles and responsibilities;
 - support recruitment and retention; and
 - support initiatives of the Ministry of Attorney General's Tribunal Transformation Supports Office.
- Summary of minor changes: minor improvements to the classification criteria; and, minor adjustments to remuneration for cross-appointments to multiple tribunals. Cabinet Confidences; Cabinet Confidences; Advice/Recommendations
- Summary of significant change: new requirement that the minister responsible must approve a formal remuneration plan for their respective tribunals, at least once every three years.
- The purpose of the remuneration plan is to: establish the remuneration rates or ranges that apply to the agency; outline the process and/or criteria for how appointee remuneration is set and subsequently adjusted; outline processes or criteria for additional remuneration for extraordinary circumstances; and, any other relevant remuneration policies.
- Ministries are responsible for setting the remuneration for their respective boards and tribunals within the permitted ranges set in the Treasury Board Directives. Ministries are also responsible for ensuring accurate annual disclosure of remuneration and expenses paid to boards and administrative tribunals.
- The Ministry of Agriculture (AGRI) is the provincial ministry responsible for remuneration of the Agricultural Land Commission (ALC) and the B.C. Farm Industry Review Board (BCFIRB).
- AGRI has prepared with the Agricultural Land Commission (ALC) and the BC Farm Industry Review Board (BCFIRB) two annual reports to satisfy the TB Directive mandatory requirement of a Remuneration Plan. These plans signify the current state of remuneration within the ALC and BCFIRB.
- Advice/Recommendations
- AGRI has sent the two plans to the Public Sector Employers' Council Secretariat (PSEC) to coordinate an ARC review and the final drafts will be sent back to AGRI.

Issue/Decision Required:
Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Gallagher Lake Siphon Repair – Town of Oliver

Background:

- On January 25, 2016 a significant rockslide occurred at Gallagher Lake which damaged an irrigation system pipe providing irrigation water to the Town of Oliver, the Osoyoos Indian Band, and irrigation users within the Oliver area and the broader Regional District of the Okanagan Similkameen. Drinking water in the area is not affected.
- In addition to the Town of Oliver and Osoyoos Indian Band (the largest individual user of the system), the agricultural community (which consists of 401 users) is heavily reliant on the irrigation connection from the canal system.
- High value crops grown in this area include grapes that support local wineries, apples, forages and other tree fruit. In order for agricultural production to be sustainable in the Oliver area, almost all crops must be supplemented with irrigation water. Application of irrigation water is usually scheduled to begin in early April.
- In March 2016, the Ministry of Agriculture (AGRI) provided the Town with a one-time grant in the amount of \$0.525M to be used towards the permanent repair of the irrigation infrastructure. This funding was to be utilized by the end of February 2017. These monies were in addition to the minimum \$0.475 M that was contributed by the Town of Oliver.
- A temporary pipe repair was completed to allow the siphon to operate during the crucial irrigation season, however with a reduction in supply capacity. To date, the reduced flow has been sufficient to manage the water supply however this is a temporary measure. This short-term fix/temporary solution will be vulnerable to further slide damage or settling.
- The future of agricultural crop production in the area can only be guaranteed by a permanent solution that ensures the continuation of a viable agriculture sector in the region.
- The Town of Oliver engaged a consultant to evaluate the options for a permanent repair. The Low Head Siphon Option was determined to be the better economic design over the useful life of the asset.
- Based on the information the Town of Oliver had at the time, the Town felt that permanently repairing the existing Siphon was the best approach. Rerouting the irrigation supply system was estimated to be approximately \$10 million.

Issue/Decision Required:

- In March 2017, the Province made a public announcement through a News Release committing to support the Town with a subsequent one-time grant in the amount of \$5M to support the Town's choice to pursue the re-routing of the canal. Re-routing was costed at \$10.4M.
- The provincial contribution was conditional upon the Town of Oliver:
 - raising the remaining funds,
 - consulting with stakeholders,
 - completing the necessary due diligence for the project,
 - completing an environmental impact and an archaeological review before the project begins.

- The Town of Oliver has met the above conditions and has procured a contractor to start work on the project immediately.
- As of August 2020, the Town of Oliver is requesting the Province immediately release the previously committed funding of \$5M to support construction that was initiated in the fall of 2020.
- Cabinet Confidences; Advice/Recommendations

30/60/90 DAY DECISION NOTE

Issue: Renewal and associated funding for B.C.'s COVID-19 Temporary Foreign Worker (TFW) Accommodation and Farm Inspection Program (TFW Program).

Advice/Recommendations; Government Financial Information

Background:

- The TFW Program mitigates health and safety risks of COVID-19 transmission posed to workers, farms and communities and protects the province's food security by providing accommodation for TFWs to complete a federally mandated 14-day isolation period after entering Canada and before travelling to inspected farms.
- Seasonal TFWs are an essential part of the agricultural workforce in B.C. and a crucial and appreciated part of our food supply system.
- Every year, approximately 11,000 TFWs are employed in B.C. through the federal Seasonal Agriculture Worker Program (SAWP) and the Agricultural Stream Program.
- TFWs are skilled and trained for specific tasks like orchard pruning and crop preparation that are crucial to the farming sector. These are jobs that the local labour force cannot fill in sufficient numbers.
- Through the Provincial Health Officer (PHO) orders that have been issued while B.C. is in a Provincial state of emergency, B.C. determined it would provide accommodation support for the 14-day isolation period at a single hotel close to Vancouver Airport. The TFW Program provides wrap-around services including translation services, wellness checks, health walks, onsite health support, and onsite security.
- The TFW Program ensures TFWs arrive safely at farms, ready to work, and fully able to support B.C.'s economy and the provincial food supply.
- During the 14-day isolation period, TFWs are screened upon arrival and again prior to transport to farms to ensure they do not exhibit COVID symptoms. Those that have symptoms are tested and their departure to farms is delayed until they are medically cleared.
- As of October 2020, there have been 61 COVID cases in the TFW Program. This represents a corresponding number of community outbreaks that were successfully prevented.
- Since April 13, 2020 to October 8, 2020, the TFW program has processed 4,624 TFWs.
- According to discussions with the agricultural sector, B.C. is anticipating the arrival of 850 to 1000 TFWs in January 2021, with the number of workers increasing in the following months.
- The TFW accommodation agreement is funded by EMBC through the Province's state of emergency and is a critical COVID-19 response in the effort to protect public health.
- As of August 1, 2020 AGRI assumed oversight of the TFW Program and the accommodation contract. AGRI is reimbursed by EMBC for contractor's invoices while B.C. is under a State of Emergency.

- To ensure farms can operate safely, each employer must develop a COVID-19 Infection Prevention Control Protocol before workers are transported to farms after their mandatory 14-day isolation period. The COVID-19 Protocols are reviewed and inspection teams organized by AGRI conduct assessments of the farms prior to TFWs arriving. As of October 8, 2020, 745 farms have been inspected.
- Inspections include ensuring employers have the necessary tools and protocols in place to safely accommodate TFWs once they come out of isolation and arrive for work.
- In order to ensure public health and safety during agricultural operations, farm operator employers and TFW employees must demonstrate that they are in compliance with the PHO Orders currently in place for COVID-19.
- Failure to pass inspection means that TFWs cannot be transferred to a farm until all deficiencies are corrected. If deficiencies cannot be corrected, TFWs are reassigned to another farm.
- The TFW Program allows for skilled foreign workers to fill critical labour needs while maintaining British Columbians' confidence that risk mitigation procedures are in place to prevent the spread of COVID-19 in their communities.

Advice/Recommendations; Government Financial Information

Decision required:

Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Decision on Domestic Seasonal Labour Support for communities in the Okanagan to manage group camp sites as accommodation for migrant domestic seasonal farm labour (DFW).

Background:

- The B.C. agriculture sector, primarily tree-fruit and grapes, rely on seasonal workforces to manage and harvest agriculture products. Each year, the industry faces a shortage of workers which results in decreased revenue and food products for both domestic and international markets.
- Agriculture enterprises in the Okanagan and Kootenays employ seasonal workers from May until October and have relied heavily on an influx of workers from across Canada to support harvest.
- The B.C. Fruit Growers Association estimate that approximately 1,000 to 1,500 Canadians travel to B.C. to work annually, many from Quebec, with an additional 1,000 to 1,500 international individuals who are employed under International Experience visas (not temporary foreign worker visas).
- The season starts in the southern Okanagan, predominately in Oliver and Osoyoos, in June for cherries and many of the DFWs then move north through the Okanagan Valley with the harvest season.

COVID-19 Health and Safety Risks:

- Prior to the 2020 harvest season, several local governments in the Okanagan raised concerns because of DFWs arriving from Quebec, which at the time was a hot spot for COVID-19 infections.
- The offering and use of camping as temporary accommodations for DFWs is a longstanding concern in the Okanagan. In some instances, the concerns are related to squatting on Crown land, community crime, leaving garbage and not having any way to maintain proper hygiene.
- Other concerns relate to how farmers may offer temporary camping sites on farm as a form of accommodation for the DFWs and the farms ability to adequately follow the Industrial Camps Regulations (pursuant to the *Public Health Act*).
- Transportation between sites and accommodation by hitch-hiking is common and some travel by personal vehicle shared among small groups.
- The workers manage their accommodations on their own accord (e.g. tents, vans, small trailers) and sometimes use public and private campgrounds if affordable.
- Exact locations and numbers of individuals are not tracked; movement and accommodation of workers follows a similar pattern annually:
 - Just before start of season (May/early June): Loose Bay (Seacrest) camp site near Oliver, opened May 1, 2020 and other random locations (e.g. roadside, Crown lands, unmanaged camp sites);
 - Start of season: DFWs move to farms in Osoyoos (earliest harvest location for cherries) with possible return to Loose Bay or other random locations;
 - As season progresses many workers travel north in the Okanagan valley to farms that require pickers as the fruit ripens with possible return to Loose Bay or other random locations;
 - As cherry season ends, some may stay for apple picking into October.

Provincial Response:

- The Provincial Health Officer issued an Industrial Camps Order that led to the Ministry of Agriculture (AGRI) leading a Treasury Board submission which was successful on June 11, 2020 at securing up to \$1.617 million from the Contingencies (All Ministries): Pandemic Response and Economic Recovery Vote to implement COVID-19 and public health safety protocols at accommodations used by DFWs, not

including on-site security costs; and enhancements to the On-Farm Food Safety Program for on-farm sanitation upgrades.

- Funding was used for supporting community- based accommodation locations, upgrades of health and safety supports including washroom facilities, and additional supports as required by site.
- AGRI used a consultant to find locations in the Okanagan and gain local community buy-in. Final sites and use of funding for the 2020 season:

Location	Local Authority	Contract Value (max)	Amount paid
Loose Bay (Seacrest) near Oliver	Regional District Okanagan Similkameen	\$200,000	\$200,000
Peach Orchard campground in Summerland	District of Summerland	\$59,678	\$59,678
Creston Administered by Creston Valley Kootenay Economic Action Partnership	Regional District of Central Kootenay	\$112,500	\$50,516
Domestic Worker Liaison contract		\$24,999	\$21,160

- AGRI also worked closely with AgSafe B.C. to develop and deliver health and safety training to workers.
- The Industrial Camps Order requires farmers who provide temporary accommodation (including campsites) to have a site inspection to ensure compliance with COVID-19 guidelines.
- Compliance with respect to farmers providing camping accommodations for DFWs was different than the inspections provided for farms receiving temporary foreign workers. AGRI only inspected 27 farms, six of which were located outside of the Okanagan.
- The total number of employers providing on-farm camping accommodation is not known.
- The total number of workers in 2020 harvest season was unclear as tracking opportunities are limited.
- Harvesting labour continues to be critical to the viability of the Okanagan farm operations.
- Okanagan farmers and communities will continue to want support to manage and improve their ability to provide temporary accommodations for DFWs.

Issue/Decision Required:

- As the COVID-19 pandemic continues, 2021 planning and actions are needed to manage risks associated with influx of DFWs including:
 - Create pathways for data collection on DFWs;
 - Review provincial regulation to identify gaps related to compliance and enforcement of DFWs accommodation camps;
 - Early establishment of accommodation sites and resources to support local governments;
 - Early communication to support compliance and reduce stress on both farmers and workers.
- AGRI hired a dedicated Labour Lead, who reports directly to the ADM, ASP, with the following tasks:
 - Develop and establish an agriculture labour strategy to oversee problem definition, resolution and implementation of a multi-faceted agriculture program specifically overseeing:
 - 1) Temporary Foreign Workers (TFW) demand, consular and stakeholder liaison, and ensuring on-farm health and welfare related to COVID-19; and,
 - 2) DFW demand, increasing local employment in agriculture, stakeholder and local government liaison, and ensuring on-farm health and welfare related to COVID-19.
- A decision on DFWs financial support commitment for campsites in the Okanagan and Kootenay regions is required in the first 30 days. This will ensure the Labour Lead will be able to prepare for next season's issues related to health and safety of farms, communities and DFWs.

ISSUE/OPPORTUNITY NOTE

Issue: Economic recovery funding (\$5.6M) to expand the BC Food Hub Network by seven regional Food Processing and Innovation Hubs (Food Hubs) by end of fiscal 20/21.

Background:

BC Food Hub Network Program

- The BC Food Hub Network program was initiated in 2018 and aims to foster growth and innovation in British Columbia's (BC) food processing sector through improved industry access to regionally based facilities, equipment, technology, technical services, business supports, training and education.
- The BC Food Hub Network (Network), is comprised of a series of regional Food Innovation and Processing Hubs (Food Hubs), and an Endowed Food and Beverage Innovation Professorship based at the University of British Columbia (UBC). UBC has longer-term plans to build a Food and Beverage Innovation Centre.
- A Food Hub provides access to shared commercial food processing and innovation space, equipment, and services to food processors and farmers involved in value-added processing
- The regional Food Hubs aim to reduce barriers to entry, growth, and innovation for small and medium sized food and agriculture businesses, increase the amount of regionally based food processing within BC, and stimulate regional economic benefits through localized food supply chains.
- To date the Ministry has funded the completion of 10 regional feasibility and/or business plans for Food Hubs and is currently funding the development of five regional Food Hubs located in Vancouver, Surrey, Port Alberni, Quesnel, and Salmon Arm.
- The Ministry is currently funding a pilot project to implement a shared-use processing facility technology platform at three of the Food Hubs.
- The Ministry additionally committed funding to establish the province's first Endowed Professorship in Food and Beverage Innovation at UBC.
- The Ministry has selected previous and current projects through a combination of direct awards and competitive processes.
- Since fiscal 18/19, \$5.1M has been expended through the BC Food Hub Network program with an additional \$1.7M committed over 20/21; the program budget had been expanded by \$2.52M/year for fiscal 21/22 and 22/23 in budget 2020.

Economic Recovery Funding for Expansion

- Cabinet Confidences; Advice/Recommendations
- The Economic Recovery plan announced on September 17, 2020 committed \$5.6M to expand the BC Food Hub Network by an additional seven regional Food Processing and Innovation Hubs; the \$5.6M must be expended by March 31, 2021.
- Decision on project selection was placed on hold when the election was called to allow for Minister's briefing and endorsement of approach.

Food Hub Project Readiness Assessment

- Due to the limited timelines for expending the economic recovery funds, a direct award approach was identified as the most suitable option for selecting highly ready projects quickly.
- Only projects that have already completed business planning work are being considered to ensure readiness to implement.
- To prepare for project selection, program staff have received a status update on all of the regional

projects that received Food Hub program funding for Food Hub business plans, applicants to the previous Food Hub Request for Proposal, and entities who completed and shared a business plan without ministry funding.

- A Food Hub project readiness assessment is currently being completed and will be available and presented to Executive and Minister.

Issue/Decision Required:

Advice/Recommendations

- The Ministry of Agriculture proposed to lead or support the following actions:
 - Developing an agricultural climate adaptation infrastructure program, with a focus on water infrastructure, to secure water resources for agricultural production.
 - Developing on-farm adaptation support to build the agriculture sector's resilience to wildfire, flooding, drought, and other extreme conditions (e.g. cost share support for actions to reduce wildfire and flood risk).
 - Improving predictive modelling, monitoring, data bases, detection, and informational resources related to new and emerging agricultural pests (as part of an inter-ministry initiative led by the Ministry of Forests, Lands, Natural Resource Operations (FLNRO)).
 - Enhancing the provincial agricultural weather monitoring network.
 - Conducting risk assessments and predictive mapping to support planning for future agricultural development.
 - For B.C. aquaculture and fisheries, conduct a needs assessment for climate risks and vulnerabilities, and implement an action plan that includes: 1) data collection and monitoring ; 2) modelling of ocean conditions and climate change challenges affecting fisheries and aquaculture; and, 3) development of short and long-term research goals to support innovation and adaptation by B.C. fishers and aquaculture producers.
- Cabinet Confidences; Advice/Recommendations
- As of September 28, 2020, CAS had developed three costing options for CPAS: a recommended package, a “minimum viable strategy” option, and an enhanced higher cost option. Actions were prioritized according to: their alignment with advancing Indigenous partnerships; job creation (i.e., contribution to economic recovery); responding to priorities of the 2019 climate risk assessment; rating in external engagement; and, prioritization by the lead Ministry.
- AGRI actions included in the recommended package are:
 - Development of an agricultural climate adaptation infrastructure program, with focus on water infrastructure (AGRI lead in coordination with FLNRO);
 - B.C. aquaculture and fisheries climate adaptation needs assessment and action plan (AGRI lead);
 - Inter-ministry invasive species programming (including agricultural pests) (FLNRO lead); and
 - Enhanced provincial agricultural weather monitoring network (AGRI lead in coordination with ENV).
- AGRI proposed actions not included in the recommended package, but listed for inclusion in the enhanced higher cost option, include:
 - on-farm adaptation cost-shared actions; and
 - risk assessments and predictive mapping for future agricultural development.

Decision required:

Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: B.C. Salmon Restoration and Innovation Fund application intake #2

Background:

- B.C. Salmon Restoration and Innovation Fund (BCSRIF) is a funding program launched on March 15, 2019.
- It is a federal-provincial cost-shared initiative that invests up to \$142.85 million over five years (March 2019 to March 2024).
 - Cost-share ratio is 70:30 (federal:provincial).
 - Each party may contribute up to 10% of their share in the form of administration costs. The amount of funding available for projects is \$128.6M.
 - Federal project contribution - \$90.0M; Provincial project contribution - \$38.6M
- Projects to support wild salmon and B.C.'s fish and seafood sector, focused on three pillars: Innovation; Infrastructure; and Science Partnerships.
- Through the 2019 application intake, 42 funding agreements have been ratified, totaling \$71.3M in investments.
 - There is approximately \$58M remaining in BCSRIF funds for projects.
- The second application intake was open from July 15 – Sept 15, 2020, resulting in 126 applications received.
- A cross-ministry ADM group has been created to coordinate subject matter expert input from:
 - Agriculture;
 - Environment;
 - Indigenous Relations and Reconciliation; and,
 - Forests, Lands, Natural Resource Operations and Rural Development.
- This ADM group is responsible for developing approval/rejection recommendations for the 126 applications. These provincial recommendations are used to develop joint recommendations with Department of Fisheries and Oceans Canada (DFO) staff.

Issue/Decision Required:

Advice/Recommendations

Advice/Recommendations; Government Financial Information

Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Modernization of Rural Slaughter – Intentions Paper and Next Steps

Background:

On September 14, 2020, Ministry of Agriculture (AGRI) released a Rural Slaughter Modernization Intentions Paper for public and industry comment regarding potential policy changes to meat processing in rural areas of the province that prioritize food safety and animal welfare. The closing date for submissions is November 16, 2020.

The Intentions Paper reflects input gathered through consultation initiatives regarding rural meat production and inspection conducted by AGRI in 2019, the Select Standing Committee on Agriculture, Fish and Food (SSCAFF) in 2018, and town hall engagement sessions focused on the Agricultural Land Reserve in fall 2019. Three themes consistently emerge from these consultations:

1. Single agency administration of provincial meat inspection,
2. Increased oversight over rural slaughter, and
3. Reduced restrictions on rural slaughter.

The SSCAFF 2018 “Local Meat Production and Inspection in British Columbia” report made 21 recommendations, which were all accepted by government. AGRI staff have made progress on implementing recommendations, such as allowing Class E establishments within one-hour travel time of a licensed Class A or B facility, instead of the more restrictive two-hour limit that was in place, and the transition to AGRI of rural slaughter administration effective December 1, 2020. The Intentions Paper continues with this commitment to implement the SSCAFF 2018 recommendations, and the approaches suggested within the paper reflect many of the 21 recommendations.

Issue/Decision Required:

The intentions paper is part of ongoing work to assess opportunities for improvement and positive change to strengthen B.C.’s provincial food system and ensure a strong and growing local meat industry in B.C. The goal is to identify opportunities to ensure that B.C. has a client responsive and resource efficient regulatory approach to meat inspection that works for everyone to ensure economic opportunities and enhance safety of meat products around the province.

Topics covered in the paper include opportunities relating to:

1. Public Health and Safety
2. Innovation
3. Regulatory Efficiency
4. Provincial Food Supply Security.

The submission deadline has been extended to November 16, 2020, to allow more time for the public and industry to comment.

Advice/Recommendations

Page 184 of 356

Withheld pursuant to/removed as

Advice/Recommendations

30/60/90 DAY DECISION NOTE

Issue:

- Cabinet Confidences; Advice/Recommendations
- **30 Day decision**

Background:

- The Greenhouse Carbon Tax Relief Grant Program (GCTRGP), which was established in 2013, supports the province's commercial greenhouse industry, which requires carbon dioxide and purposefully produces it for plant growth. The program enables B.C. producers to remain competitive with producers in other jurisdictions not subject to a carbon tax.
- The GCTRGP returns 80 percent of the carbon tax paid (in the previous calendar year – as an estimate of the current year usage) on propane and natural gas utilized for heating and carbon dioxide production to eligible producers.
- The Budget letter for 2019/20 provided \$0.963M of contingencies approved in principle. While this amount was revised down to \$0.750M in July 2019, it was ultimately unavailable due to the budget reductions enacted in the fall of 2019.
- With an approved base budget of \$7.555M, the Greenhouse Carbon Tax Relief Grant Program is the largest provincially funded program delivered by the Ministry. Program expenditures have increased from \$7.1M in 2014/15 to \$9.75M in 2020/21, as shown in Table 1 below.

Table 1:

	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21
Annual Expenditures	7,123,399	7,105,913	7,114,785	7,696,678	8,108,594	8,136,000	9,749,600
Budget	6,900,000	7,000,000	7,407,000	7,555,000	7,555,000	7,555,000	7,555,000
Variance	(233,399)	(105,913)	(292,602)	(141,678)	(553,341)	(581,000)	(2,194,600)

- Cabinet Confidences; Advice/Recommendations
- Advice/Recommendations
- Cabinet Confidences; Advice/Recommendations; Government Financial Information

Decision required:

- Cabinet Confidences; Advice/Recommendations

ISSUE/OPPORTUNITY NOTE

Issue: Landowners have requested more flexibility for additional residences on the Agricultural Land Reserve (ALR)

Background:

- **MAC Report**

In their 2018 Final Committee Report to the Minister of Agriculture, the Minister's Advisory Committee (MAC) for Revitalizing the ALR and the Agricultural Land Commission (ALC) recommended enabling new regulations for secondary dwellings on ALR parcels.

- **Bill 52**

In February 2019, Bill 52: *Agricultural Land Commission Amendment Act*, 2018 and associated regulations changed rules about residences on the ALR, including:

- Removing the ability for local governments to approve additional residences necessary for farm use without approval of the ALC;
- Removing the regulatory permission for manufactured homes and carriage houses without the approval of the ALC;
- Reunifying the ALR into a single zone rather than two zones; removing the regulatory permission for a second single family dwelling on a parcel over 50 hectares in size in Zone 2;
- Adding a provision in the *Agricultural Land Commission Act* that the ALC must not approve an additional residence unless it is necessary for a farm use.

- **Manufactured home regulatory permission**

Some people were caught out after Bill 52 came into force because they had been in the process of obtaining a manufactured home additional residence for their ALR parcel and it was no longer permitted.

In response to these landowners' concerns, a regulation was made on July 4, 2019 permitting manufactured home additional residences for the landowner or a member of their immediate family.

That permission is time-limited and was originally set to end February 19, 2020. The permission period's end date has been extended twice and is now set to end July 31, 2021.

- **Residential flexibility engagement**

In its fall 2019 "Supporting B.C. Farmers" public engagement, Ministry of Agriculture staff sought input from the public in different regions of B.C. about recent changes to ALR legislation. One main piece of feedback from members of the public was that they wanted more ability to put small additional residences on ALR parcels.

In January 2020, the ministry published the *Ministry of Agriculture Policy Intentions Paper: Residential Flexibility in the ALR*. This paper outlined policy considerations related to increasing options for additional residences. Feedback was received from members of the public and local governments in spring 2020.

- **Current state**

Until July 31, 2021, landowners may place an additional residence that is a manufactured home without applying to the ALC for permission. After that date, they would need to apply to the ALC if they wanted any additional residence and the ALC would only be able to approve the additional residence if the additional residence was necessary for a farm use.

- **Possible regulatory change**

In summer 2020, the ALR Technical Review Committee produced a Residential Flexibility Discussion Paper, which was reviewed by the ALR Steering Committee. The ALR Technical Review Committee includes members from the Ministry of Agriculture, the Ministry of Municipal Affairs and Housing, the ALC, and the Union of B.C. Municipalities. The ALR Steering Committee includes members from all those organizations and the B.C. Agriculture Council.

The Residential Flexibility Discussion Paper included options for regulatory change to allow certain additional residences without requiring application and approval by the ALC.

For any legislative or regulatory change relating to additional residences on the ALR, a grace period of at least six months is required by local governments to make land use bylaw amendments to reflect the changes. For this reason, any regulatory amendment to allow greater residential flexibility on the ALR should have an effective date six months after it is made.

Prior to the election being called in fall 2020, the Ministry of Agriculture was working on potential changes that would amend the ALR Use Regulation to create a regulatory permission for certain additional residences. That regulation change was planned to be announced in December 2020 and come into effect on July 31, 2021 to give local governments at least six months to prepare for the changes. This timeline would also mean that there would be no gap between the current manufactured home permission and the future additional residence permission.

Issue/Decision Required:

Advice/Recommendations

30/60/90 DAY DECISION NOTE

Issue: Prompt decisions are needed from Minister regarding provincial participation in two committees led by Fisheries and Oceans Canada (DFO), and the future policy approach on salmon farming in the Discovery Islands.

Background:

Note this issue requires a decision in 30 days.

The salmon fishing and aquaculture industries provide significant economic, social and cultural benefits to British Columbians and First Nations in particular, with farmed salmon alone providing nearly \$1B in economic value to the B.C. economy as B.C.'s number one agrifood export commodity. There is significant public awareness of issues surrounding declining salmon and steelhead stocks and finfish aquaculture in the province, aligned with a stronger provincial policy response in recent years. Additionally, concerns around the salmon farming industry both environmentally, and socially through First Nations' consent, have been a constant in the public eye for many years. These issues span multiple ministries (AGRI, ENV, FLNRORD, MIRR, TRAN) and have required significant collaboration both internally and with DFO in order to navigate overlapping responsibilities. Generally, DFO is responsible for aquaculture and fisheries licensing and fish health, while B.C. is responsible for issuance of tenures and fish processing, amongst a mix of other interests and responsibilities.

Given the overlapping jurisdiction over fisheries, aquaculture and seafood between the federal and provincial governments, the Province is engaged at multiple levels with DFO and other federal agencies (Canada Food Inspection Agency, Environment and Climate Change Canada), and must often assess how to be most effective in ongoing and future involvement with the Federal Government, First Nations and the sectors.

Decision required:

2025 Federal Transition Plan: The Federal Government made a platform commitment in 2019 to develop a plan by 2025 to shift away from open net-pen salmon aquaculture in B.C. Advice/Recommendations; Intergovernmental Communications

Salmon Committee: Commercial fishing industry representatives have requested that DFO establish a committee to discuss the longer-term transition of the commercial salmon fishery and support for those exiting the sector. Industry's request is in response to ongoing and severe economic impacts from declining salmon returns and a recognition that the salmon fishery will not likely return to past levels. Advice/Recommendations; Intergovernmental Communications

Page 190 of 356

Withheld pursuant to/removed as

Advice/Recommendations; Intergovernmental Communications

ORDER IN COUNCIL APPOINTMENTS REQUIRED WITHIN 90 DAYS

Position	Institution	Authority for Appointment	Expiry Date
Chair	BC Egg Marketing Board	Minister	November 1, 2020
Chair	BC Chicken Marketing Board	Minister	December 21, 2020
Chair	BC Hog Marketing Board	Minister	December 31, 2020

MINISTER'S KEY DATES AND EVENTS

Key Event	Minister's Role	Date	Location
Feed BC – Institutional Partner launches in healthcare and post-secondary sector.	TBD	November/December	
Climate Preparedness and Adaptation Strategy to be presented to CC SSP	TBD	November 23 (tentative)	
FPT Annual Conference of Ministers and DMs Annual FPT Conference	Attendance	Nov. 12-13th (TBC)	

2020 BC NDP Platform: Working for You

The following is a high level summary of each platform commitment noting the Ministry currently responsible, the level of policy development required and fiscal and legislative implications. Significant and material issues have also been noted. Ministry executives are available for briefings on any of the commitments. Financial implications for commitments are available from the Ministry of Finance. Financial implications noted below have been provided by the ministry currently responsible for the commitment's implementation. In the majority of instances, these numbers will need to be validated through the Treasury Board process. Commentary in this table is based on the current structure of government. Cost estimates are rounded to the nearest million.

	Commitment	Min	Implementation information
	A strong future for resource workers & communities		
1.	Protect BC's salmon populations Page: 43 <i>Work with the federal government to develop new strategies that: (1) Protect and revitalize BC's salmon populations by building on the successful Broughton process and supporting innovation in fish hatcheries; (2) Step up protection of fish habitat through our biodiversity strategy; (3) Ensure BC processing of BC-caught fish.</i> Adv Estimated Operating: Advic Estimated Capital: Advice	AGRI	Advice/Recommendations Intergovernmental Communications Intergovernmental Communications; Government Financial Information Advice/Recommendations

2020 BC NDP Platform: Working for You

2.	<p>Create jobs for workers, opportunities for farmers, and sustainability for BC agriculture</p> <p>Page: 43</p> <p><i>A new Regenerative Agricultural Network will bring together natural systems of production with agri-technologies that enhance production – such as robotics, precision farming, and mesh networks. This kind of innovation can bring greater food security, agricultural sustainability, and job creation.</i></p> <p>Ad</p> <p>Estimated Operating: TBC</p> <p>Estimated Capital: TBC</p>	AGRI	Advice/Recommendations
3.	<p>Strengthen the Grow, Feed and Buy BC programs</p> <p>Page: 43</p> <p><i>Expand the Grow, Feed and Buy BC programs with new worker training, land acquisition supports, and new processing hubs.</i></p> <p>Ad</p> <p>Estimated Operating: Advice/</p> <p>Estimated Capital: TBC</p>	AGRI	

2020 BC NDP Platform: Working for You

	Promoting the Strength of Small Business		
4.	<p>Support new companies who are bringing innovation to agriculture</p> <p>Page: 46</p> <p><i>Increase support for agri-tech through the Canada/BC Agri-Innovation Program – helping BC companies grow, hire more workers, and position our province as an agri-tech leader, while protecting farm lands in the ALR.</i></p> <p>Estimated Operating: Advice</p> <p>Estimated Capital: TBC</p>	AGRI	<p>Policy development in progress. Two application intakes remain for the Canada-BC Agri-Innovation Program (CBCAIP) (Sept 15-Oct 30, 2020 and fall 2021) under the current Canadian Agricultural Partnership (CAP) agreement, and mechanisms/opportunities for increasing support for agri-tech under the current programming/funding envelope would require further analysis/coordination with the program delivery partner (Investment Agriculture Foundation). The current CAP agreement/programming runs to 2022-23, and opportunities to increase support for agri-tech with new funding through CBCAIP could potentially occur during CAP 2 negotiations.</p> <p>There are additional AGRI programs that support new companies who are bringing innovation to the agriculture/food sector, including the Provincially Significant Projects program (CAP Innovation); BC Food Hub Network Program (including an economic recovery commitment to fund 7 new regional hubs before March 31, 2021); Agritech Innovation Challenges (previous challenges occurred 2016 and 2019, future challenge dates/funding not yet confirmed); and the Agriculture Venture Acceleration Program (AVAP) (delivery partner and funding mechanism not confirmed past March 31, 2021).</p> <p>JEDC also has ongoing programs and services to support BC agri-tech companies (plus an economic recovery commitment to disperse \$3 million in grants for high-potential agri-tech companies before March 31, 2021) Cabinet Confidences</p> <p>Cabinet Confidences . A coordinated approach to a BC Agri-tech Innovation Strategy would help Ministries to align and leverage current work underway with platform and mandate commitments and may also respond to the BC Food Security Task Force recommendations.</p> <p>Legislative Implications: None</p>

CABINET MEMBERS' REFERENCE GUIDE – OCTOBER 2020

A. Introduction

Orientation for Ministers 2020

INTRODUCTION

The Orientation for Ministers briefing materials represent advice from the Public Service that provides an overview for ministers respecting their roles and accountabilities as members of the Executive Council.

The materials provide information about key entities and processes of government, including how Cabinet and its committees function; standards of conduct for ministers and other officials; financial management; information management and FOI; and the roles of statutory officers of the Legislature and statutory decision-makers.

Note that the information in these materials does **not** constitute legal advice.

For more information about the Cabinet and Committee process, see the Cabinet Operations intranet site at <http://gww.cabops.gov.bc.ca/>.

For more information respecting a minister's role as Member of the Legislative Assembly, including Assembly procedures and services; managing a constituency office; and remuneration and benefits, see the "Member's Guide to Policy and Resources" on the Legislative Assembly's website at <https://members.leg.bc.ca/>.

CABINET MEMBERS' REFERENCE GUIDE – OCTOBER 2020

Cabinet Confidences;
Advice/Recommendations

Page 199 of 356 to/à Page 215 of 356

Withheld pursuant to/removed as
Cabinet Confidences; Advice/Recommendations

Page 216 of 356

Withheld pursuant to/removed as

Advice/Recommendations; Cabinet Confidences

Page 217 of 356 to/à Page 218 of 356

Withheld pursuant to/removed as
Cabinet Confidences; Advice/Recommendations

C. Cabinet Processes

1. Cabinet and Committee Decision-Making Processes
2. Legislative Process
3. Orders in Council
4. Budget Development Process and Current Year Information
5. Central Agencies of Government

1. CABINET AND COMMITTEE DECISION-MAKING PROCESSES

Cabinet

Cabinet, or Executive Council, is established under section 9 of the *Constitution Act*. It is the ultimate decision-making body for government.

Functionally, Cabinet is a collective body of Ministers deciding significant government issues. Deliberations and decisions are focused on strategic priorities and substantive issues, as well as accepting or rejecting recommendations in relation to such matters. The legal powers of the executive are exercised by those with statutory authority to act (for example the Lieutenant Governor in Council or individual Ministers).

As a matter of course, significant decision or actions are first discussed and collectively agreed on by Cabinet. Cabinet determines and regulates its own procedures. Final decisions on Cabinet procedures rest with the Premier, as chair of Cabinet.

The frequency of meetings of Cabinet is determined according to the wishes of the Premier and according to the volume of material proposed for review. Cabinet's meeting schedule has been both weekly and bi-weekly.

Cabinet Committees

Cabinet could not operate effectively if all proposals were brought directly to the Cabinet table. Accordingly, Cabinet normally establishes committees to discuss and analyze proposals specific to certain sectors. Cabinet committees provide recommendations to Cabinet for review and approval. This helps focus recommendations to Cabinet on a narrower set of policy options and save time at the Cabinet table, while still allowing for a detailed discussion of the matter at the committee.

The Cabinet committee process is designed to move items efficiently and effectively and promote shared decision-making. Membership of all Cabinet committees is determined by the Premier. The Chair of Treasury Board is the Minister of Finance, as per section 3 (1)(a) of the *Financial Administration Act*. Minutes of all Cabinet committees are recommendations to Cabinet and are not final until approved by Cabinet.

Two committees, Treasury Board and the Environment and Land Use Committee (ELUC) are established in legislation and must be properly appointed if authorities under sections 3 and 4 of the *Financial Administration Act* and sections 2, 3 and 4 of the *Environment and Land Use Act*, respectively, are to be exercised. Additional committees may be established to meet general or specific needs.

Prior to the swearing-in of the new cabinet following the October 2020 election, there were 10 Cabinet committees supporting the Executive Council in its decision-making:

Priorities and Accountability

Ensures items moving through Cabinet and committees are government priorities and consistent with government's strategic plan and priorities. This committee considers items and issues that are potentially controversial and divisive; then discusses and determines how to best shape and present items for Cabinet's consideration. It also sets priorities for legislative drafting and assists Government Communications and Public Engagement in establishing key communication objectives for the year.

Treasury Board

Treasury Board is mandated by the *Financial Administration Act* as a committee of the Executive Council in matters relating to government's accounting policies and practices, management practices and systems and financial management and control. Treasury Board also evaluates the economy, efficiency and effectiveness of government programs and examines matters of government personnel management or other matters referred to it by the Executive Council. The majority of members of the Treasury Board must be members of the Executive Council. Treasury Board has prescribed powers under the Act to make regulations or issue directives.

Environment and Land Use Committee

The Environment and Land Use Committee is mandated by the *Environment and Land Use Act* to establish and recommend programs to foster increased public concern and awareness of the environment. It also considers the preservation and maintenance of the natural environment in the administration of land use and resource development and can make recommendations to the Lieutenant Governor in Council on matters relating to the environment and the development and use of land and other natural resources. The Committee may study any matter related to the environment or land use, prepare reports, and, if advisable, make recommendations to the Lieutenant Governor in Council. It has the power to hold a public inquiry, appoint technical committees and make regulations. The majority of members of the Environment and Land Use Committee must be members of the Executive Council.

Legislative Review Committee

Reviews draft legislation clause by clause to ensure it meets the policy intent and direction approved by Cabinet or one of its Committees. Items are scheduled for the Legislative Review Committee agenda once a Certificate of Readiness of the draft legislation has been signed by the responsible Minister or the Minister's designate. It is the final cabinet-level review of draft legislation before introduction in the House.

Cabinet Committee on Sustainable Shared Prosperity

Reviews proposals that contribute to the creation of a vibrant and environmentally sustainable economy in British Columbia.

Cabinet Committee on Social Initiatives

Reviews proposals for making life more affordable and tackling poverty and inequality.

Cabinet Committee on Reconciliation

Reviews proposals for advancing reconciliation with Indigenous peoples in BC such as the new fiscal relationship and the *Declaration on the Rights of Indigenous Peoples Act*.

Cabinet Working Group on Child Care

Reviews proposals related to development and implementation of a universal child care system.

Cabinet Working Group on Mental Health and Addictions

Reviews proposals responding to the opioid crisis and delivering BC's Mental Health and Addictions Strategy.

Cabinet Working Group on Housing

Reviews proposals to develop cross-government solutions and strategies to meet government's objectives for affordable housing.

Annual Planning Cycles

The annual planning cycle of government is comprised of three distinct planning cycles: the Strategic Planning Process, the Budget Planning Process, and the Legislative Planning Process.

Strategic and Performance Planning

Historically, the Strategic Planning cycle begins in preparation for Cabinet's planning session. An analysis of the prior year's public accounts and annual reports is conducted to inform discussions. It is at this session that Cabinet determines the broad objectives and key deliverables for the upcoming year and direction for subsequent years. Decisions and direction are then used by ministries and Crown agencies on the development and annual updating of their individual three-year service plans. Once ministry service plans have been prepared, they are reviewed to ensure they are consistent with the strategic priorities of government as outlined in its strategic plan and to ensure corporate delivery of priorities. Crown agency service plans are reviewed by Crown agency boards. Both are approved by the minister responsible.

The strategic plan and the ministry service plans are tabled in February, as required under sections 12 and 13 of the *Budget Transparency and Accountability Act* and released simultaneously with the budget. The strategic plan provides guidance and direction to the development of ministry plans and corporate initiatives and is directly linked to the budget. The plan is monitored and reported on annually to ensure accountability for delivery and in preparation for the next planning session.

Budget Cycle

Typically, the budget review process begins in the Fall, and involves Treasury Board reviewing ministry requests for additional resources, for new initiatives or to manage funding pressures. Instructions to ministries on government priorities for the coming years and how ministry requests are to be presented (e.g. whether there are any identified thematic envelopes) are normally issued in the summer months. Treasury Board decisions are made in December using the latest economic and fiscal forecasts. In January, there may be minor adjustments made as budget economic and revenue forecasts are finalized. As a matter of budget confidentiality, there are no Cabinet minutes pertaining to budgetary decisions.

It is important to note that, as per section 6(1)(c) of the *Financial Administration Act*, tax policy decisions are the purview of the Minister of Finance and held in strict confidence. As far as implementing tax policy decisions is concerned, that often requires legislation or regulations and the ultimate decision-maker would then be the Legislature or whoever was empowered to make the regulations (generally Cabinet and the Lieutenant Governor in Council). The Minister of Finance, as Chair of Treasury Board, remains in regular communication with the Premier throughout the budget process to ensure decisions are consistent with government priorities.

Legislation Cycle

Each year, Cabinet reviews and approves a list of legislative proposals. Policy changes must be considered by Cabinet before any legislative drafting begins.

If a legislative proposal is approved, the ministry will be asked to develop a formal “Request for Legislation” (RFL). The policy proposed by the RFL will be reviewed by an appropriate Cabinet committee, which will make recommendations to Cabinet. If approved, the ministry will receive written notice confirming they should begin working with legislative counsel to draft legislation. The material should be provided to the drafters as soon as possible, ideally several months before the legislation is scheduled to be introduced. The ministry should ensure that it provides full policy support to legislative drafters. Ministers are responsible for monitoring and ensuring progress in the development of their legislation.

Draft legislation is submitted for review to the Legislative Review Committee to ensure the draft is in accordance with approved policy and priorities. Approved drafts are finalized and prepared for introduction into the House. The timing of introduction is managed by the House Leader.

Orders in Council (OICs) and Regulations

Cabinet also reviews and approves other statutory instruments, such as Orders in Council and regulations, which are made under the authority of a particular Act. An Order in Council may be used to:

- Bring legislation into effect;
- Create or make changes to a regulation; or
- Make or rescind an appointment to a senior position in the public service (e.g. Deputy Minister) and to various agencies, boards and commissions.

The Minister and the ministry are responsible for ensuring that Orders in Council are brought forward well in advance of critical expiry dates and other time pressures.

The Crown Agencies and Board Resourcing Office (CABRO) presents recommendations to Cabinet concerning appointments of heads/ chairs or members of various agencies, boards and commissions. The Minister and the ministry are responsible for ensuring that Orders in Council are brought forward well in advance of critical expiry dates and other time pressures.

For further reference

The following hyperlink is to the government’s Strategic Plan for 2020 (pre-COVID):

https://www.bcbudget.gov.bc.ca/2020/pdf/2020_Strategic_Plan.pdf

TREASURY BOARD

Treasury Board is a committee of the Executive Council whose powers, functions and duties are established in section 4 of the Financial Administration Act (FAA), which authorizes Treasury Board to make decisions regarding:

- government accounting policies and practices;
- management practices and systems;
- financial management and control;
- evaluation of government programs as to economy, efficiency and effectiveness;
- government personnel management; and
- other matters referred to it by the Executive Council.

Treasury Board may also make regulations or issue directives to control or limit expenditures or set conditions for any expenditures.

Treasury Board Staff works on behalf of Treasury Board to coordinate with ministries, Crown corporations and agencies to prepare the Province's three-year fiscal plan, and to monitor the management practices and risks and opportunities affecting the operating and debt targets set out in the budget and three-year fiscal plan.

Although Treasury Board is assigned responsibilities under the FAA, it is the primary responsibility of each minister under the general direction of Treasury Board and the Minister of Finance to ensure that the financial affairs of the ministry are properly administered. In addition, ministers may be designated as being responsible for one or more Crown corporations and agencies (including the school districts, universities, colleges, and health organizations, or SUCH sector) whose financial affairs may be subject to Treasury Board regulations, directives and policies, and whose Boards are accountable for ensuring that appropriate financial administration is in place.

The Chair of Treasury Board is the Minister of Finance. The balance of the Treasury Board has been comprised of both Cabinet ministers and Members of the Legislative Assembly. A Cabinet Minister is appointed as Vice-Chair.

TREASURY BOARD STAFF

Treasury Board Staff (TBS) supports the Board and the Minister of Finance by:

- acting as a secretariat for Treasury Board including coordinating and managing Treasury Board meetings throughout the year;
- reviewing and analysing ministry proposals and providing recommendations to Treasury Board which includes assessment of:

- the cost effectiveness and use of financial resources;
 - alignment with government priorities and policy approvals;
 - the feasibility of implementation plans and use of key performance indicators;
 - the legal and accounting treatment and risks and other applicable policies (e.g. procurement policies);
 - previous decisions and precedence that could be set; and,
 - other relevant factors including confirming that Gender Based Analysis+ (GBA+), the *B.C. Declaration on the Rights of Indigenous Peoples Act*, and consultations with appropriate stakeholders have been considered as part of the proposal.
- preparing the government's annual Budget and Three-Year Fiscal Plan, Estimates, economic forecasts, Quarterly Reports/forecasts and the Financial and Economic Review;
 - managing the budget development process and monitoring, forecasting and recommending corrective action related to government revenue, expenditures, capital and debt, and risks and opportunities related to the three-year fiscal plan;
 - evaluating and reviewing commercial Crown corporation initiatives, performance measures, investments, budgets, performance management and related financial issues; and
 - supporting the development, implementation and management of government's ten-year capital plan consistent with the corporate strategic priorities of government.

Cabinet Confidences

Page 227 of 356 to/à Page 230 of 356

Withheld pursuant to/removed as

Cabinet Confidences

2. LEGISLATIVE PROCESS

Cabinet Operations, Legislative Counsel and ministry staff support the development of government's legislative agenda aligned with the priorities set by government.

This document describes the process used to set priorities in developing the legislative agenda. It is provided for information purposes only.

Often the demand for legislation outstrips the capacity for development and debate. Tight coordination of the approval and development process ensures that the finite resources are directed to government's highest legislative priorities.

Under the direction of the Cabinet Secretary, and according to the priorities determined by Cabinet and the House Leader, Cabinet Operations coordinates the legislative processes as described below. Tax related budget legislation follows a different process and is described in the Budget Legislation section below.

Setting the Legislative Agenda

Legislative Proposals

Cabinet Operations tracks legislative proposals for upcoming and future legislative sessions. A legislative proposal consists of a short, plain-language description of what the proposed legislation or amendment to existing legislation would do. An estimate of the magnitude of the legislative drafting effort (major/minor/moderate) associated with each proposal is also made. Legislative proposals are used to set priorities for legislative development and allow an early check-in with Cabinet and its advisors before ministries or Legislative Counsel invest in the development of Requests for Legislation.

Benefits of development of legislative proposals include:

- Allowing early notice to prepare legislative agenda items (especially important for major initiatives that may require multi-year development);
- Allowing more optimal timelines for required policy work, consultations and Cabinet and Treasury Board approvals;
- Optimizing planning and resource allocation of finite policy and legislative drafting resources; and
- Providing increased opportunities for strategic coordination and scheduling of Bill Introduction and announcement.

Cabinet Approval of Legislative Plans

Cabinet Operations consults the Cabinet Secretary, Chief of Staff's Office and House Leader's Office to prioritize legislative priorities for upcoming legislative sessions and tracks proposals identified for future

consideration. Priorities are established according to key policy goals of Cabinet, legal and fiscal imperatives. Deputy Ministers are asked to confirm that the legislative proposals associated with their ministry represent the key items required to meet government's priorities. Cabinet is then presented with a proposed corporate priority list for its next legislative session. Legislative Counsel's drafting capacity and available House time are taken into consideration by Cabinet when determining approval of the priority list.

Cabinet's decisions respecting the Legislative Agenda are communicated to Ministers by way of a Cabinet Record of Decision (ROD). Together these decisions comprise Government's Legislative Agenda.

In practical terms, the ROD indicates which items proposed by a ministry are approved to move towards the development of a Request for Legislation (RFL). The ROD may also explicitly indicate which items are not approved or are deferred to a future year.

Cabinet Operations facilitates the preparation of legislative priorities for review by Cabinet, tracks Cabinet's decisions and the assignment of relative priorities. Following the distribution of RODs, approved items are monitored closely, and progress reports are provided to Cabinet.

Development of Legislation

Policy Review and Approval

Policy options should be fully considered and clear policy direction obtained through the regular Cabinet decision-making process before an RFL is submitted for approval. The onus is on the sponsoring Minister to ensure appropriate and timely review (including cross-ministry and Treasury Board approvals) to resolve policy and fiscal issues at the earliest opportunity and ensure progress of the legislative agenda is not delayed. The Ministry is also responsible for addressing any unanticipated policy issues that may emerge during the drafting process.

Cabinet Operations provides information and support to ministries throughout this process and, along with other agencies, coordinates required approvals. Ministries are responsible for ensuring the proposed legislation complies with relevant statutes and agreements. Depending on the purpose and scope of the legislation, examples may include:

- the *Community Charter, Local Government Act or Local Government Grants Act*;
- the *Declaration on the Rights of Indigenous Peoples Act*;
- First Nations with treaties;
- the *Freedom of Information and Protection of Privacy Act*;
- the Canada-United States-Mexico Agreement (CUSMA);
- Canadian Free Trade Agreement;
- the Trade, Investment and Labour Mobility Agreement (TILMA);

- the New West Partnership Trade Agreement; and
- the Public Service Agency, Public Sector Employers' Council Secretariat.

Request for Legislation (RFL)

Ministers are responsible for the timely development and submission of RFLs for all items approved to proceed as communicated in Cabinet's decision respecting the upcoming legislative agenda. The purpose of the RFL is to describe the proposed legislation in sufficient detail for full understanding of the context of the proposal, the problem the legislation is intended to address, and how the legislation is expected to resolve the problem. The RFL also provides detailed drafting instructions to Legislative Counsel.

Ministry staff consult with their solicitor in advance of submitting the RFL to ensure any potential legal issues or conflict of interest that could directly or indirectly affect the initiative are identified.

The RFL is comprised of the following parts:

- Main Body – provides the overview and context, presenting the case for legislation, relevant background details, policy choices and articulates how the proposed legislation will achieve policy objectives;
- Appendix A – Legislative Counsel Comments: legal advice to Cabinet respecting the proposed legislation;
- Appendix B – Treasury Board Staff Comments: assessment of the financial implications, including total cost or benefit to government for implementation of the proposed legislation;
- Appendix C – 3 Column Document: detailed item-by-item breakdown defining the problem, describing the proposed changes and why the proposed approach was chosen; and
- Appendix D – Drafting Instructions: specific details for Legislative Counsel respecting the drafting of the legislative provisions.

Committee Review of RFLs

Cabinet Committees are charged with reviewing the majority of RFLs and making recommendations to Cabinet respecting approvals. Only RFLs most salient to government's key priorities are reviewed by Cabinet or the Priorities and Accountability Committee directly. Approvals are communicated to ministers by way of a Cabinet ROD. This ROD constitutes "approval to draft" legislation and engage Legislative Counsel and other resources as necessary.

Drafting Legislation

Ministers are responsible for monitoring and ensuring progress of their approved legislative items. Ministries are expected to provide full policy support to the drafting process and should be proactive in confirming policy direction or approvals or, where warranted, seek further direction in a timely manner. Legislation drafting teams are led by a ministry Instructing Officer who is responsible for delivery of the

ministry's legislation. Ideally, Instructing Officers should have ready access to ministry decision-makers and keep them well informed respecting development status of the legislative initiative.

Other members of the drafting team include additional policy staff, the ministry's advising solicitor and Legislative Counsel drafters.

Cabinet Operations monitors and tracks the progress of legislation and schedules draft legislation for presentation to the Legislative Review Committee.

Legislative Review Committee Approval

The Legislative Review Committee (LRC) reviews final draft legislation on a clause-by-clause basis to ensure the draft legislation reflects Cabinet's policy intent. All consultations, including Treasury Board review, need to be completed prior to LRC review. LRC is the last Cabinet-level review of legislation before it is introduced in the House.

Once approved by LRC, Legislative Counsel packages the draft legislation for Introduction. The packaging of Bills is directed by the House Leader.

Introduction of Legislation in the House

The timing of Introduction of legislation is directed by the House Leader. Close communication between the House Leader's Office, Cabinet Operations and the Chief of Legislative Counsel is essential to ensuring Bills are ready in accordance with House Leader's schedule for Introduction. Ministries receive information about the timing of introduction from their Minister's Office, who receives the information from the House Leader's Office. Timely communication with the relevant Minister is important to ensure that the Minister's House briefing materials can be prepared by Ministry staff to meet the scheduled introduction date.

Budget Legislation

The Budget legislation (traditionally the *Budget Measures Implementation Act* (BMIA)) is a key part of the provincial government's annual budget package and is a collection of legislative initiatives necessary to implement the budget. This legislation – which may contain both tax and non-tax measures – is part of the Ministry of Finance's budget process and does not follow the regular legislative review process.

What is the *Budget Measures Implementation Act*?

The *Budget Measures Implementation Act* (BMIA) is traditionally tabled on budget day by the Minister of Finance. The bill is composed of initiatives that are necessary to implement the budget or that affect the presentation of the Estimates. The BMIA is typically made up of two parts: tax measures and non-tax measures.

Tax initiatives in the BMIA generally include measures that:

- change tax policy (e.g. changes in tax rates or changes to the tax base including expansions or

contractions such as tax credits, exemptions or refunds);

- change fundamental aspects of a tax scheme; and
- respond to time sensitive or critical issues (e.g. adverse court decisions).

Note: A budget measure to create a new tax would normally be contained in a stand-alone Act separate from the BMIA, but would generally follow the same process as that described below for tax measures contained in the BMIA.

Non-tax initiatives in the BMIA generally include measures that:

- create or eliminate a Special Fund / Special Account / Financing Transaction;
- convert a Vote or a Special Account to a Crown corporation;
- convert a Crown corporation to a new Vote or to be a part of an existing vote;
- provide legislative support required for introduction of a new program that is included in the budget; and
- anything else that affects the Estimates presentation or other aspects of the budget.

Budget Measure Requests

Ministry non-tax budget submissions are submitted by ministries via a Budget Measure Request (modeled after the Request for Legislation). They are reviewed by the Fiscal Planning and Estimates Branch (FPE) of Treasury Board Staff, Ministry of Finance, before being submitted to and vetted by the Deputy Minister of Finance. Ordinarily, only those initiatives considered necessary to the implementation of the budget move beyond this stage. Final approval of budget legislation rests with the Minister of Finance.

Tax-related budget issues are handled internally in the Tax Policy Branch in the Ministry of Finance and do not require a formal budget measure request. These issues are presented by the Branch to the Deputy Minister of Finance and Minister of Finance. The Minister of Finance makes final tax decisions and determines with the Premier how and when to consult Cabinet and others, as part of the decision-making process. The benefits of this inclusive approach have to be weighed against the risks associated with the sensitivity of tax policy information.

All proposals accepted for the budget bill are then forwarded to Legislative Counsel for drafting of legislation. Legislative drafting teams made up of Ministry of Finance staff, sponsoring ministry officials (where applicable), legal counsel and legislative counsel are created to transform the budget measure request into legal text.

Neither tax nor non-tax budget amendments are normally reviewed by the Legislative Review Committee. However, the Premier or Minister of Finance may request that the committee review pieces of significance.

Further details of the Budget legislative process, based on the annual budget cycle for a February Budget, are below.

Stages in the Budget Legislative Process

The following stages of the Budget legislative process are based on the annual budget cycle for a February Budget.

Initiative Identification / Policy Development / Decisions

Tax Measures: August/September to December/January

- *Issue Identification*

Tax policy issues are identified in a variety of ways, including direction from the Minister to examine particular issues; requests from stakeholders; and issues flagged by provincial tax administrators/tax appeals and/or tax policy experts.

The analysis of some tax issues will involve knowledge of highly confidential taxpayer information (for example, knowledge of tax liabilities of particular corporations). The use and disclosure of this information is the subject of taxpayer confidentiality provisions in tax acts. In other cases, advance knowledge of proposed or final tax policy decisions may confer unfair benefits to individuals and businesses able to take advantage of the knowledge. In either situation, if information is handled incorrectly there will be calls for the Minister of Finance to resign.

As a result, and as is the case in other provinces, the approval process for tax decisions is somewhat different than the process used for approval of other policy decisions.

- *Minister of Finance Briefings for Decision*

An extensive series of staff briefings to review and consider Revenue Binder Notes for decision generally occurs between October and December.

To facilitate legislative drafting prior to Budget Day, most final decisions are made by mid-December (and earlier, if possible). The Minister of Finance makes final tax decisions and determines with the Premier if, how and when to consult Cabinet and others.

Non-Tax Measures: October - December

- Potential issues that may require legislation / regulation changes are identified throughout the fall. As with tax measures, issues may be identified in a number of ways, including internal Ministry of Finance analysis, requests from other ministries, or as a result of the annual Budget Consultation.
- A Budget Measure Request (BMR) package is completed for each measure put forward. This package includes a briefing note signed by the minister responsible and drafting instructions.
- Final submissions are compiled for review by the Deputy Minister of Finance and the Minister of

Finance for decision. Ministry contacts will be informed of decisions on which proposals have been tentatively accepted into the budget process, and therefore will be moving on to the drafting stage.

Drafting Stage / Signoff / Tabling

Tax Measures: October– February

- Immediately following final decisions being made, a legislation drafting team is assigned to each tax-related budget measure. Drafting teams are responsible for ensuring that the government's policy objectives are accurately and fully reflected in the draft legislation.
- The final tax legislation is reviewed by the Deputy Minister of Finance and the Minister of Finance and a signed Certificate of Readiness is prepared.
- Tax-related budget measures are not reviewed by the Legislative Review Committee.

Non-Tax Measures: January - February

- In early January, a legislation drafting team is assigned to each budget measure selected for inclusion in the bill. Drafting teams are responsible for ensuring that the government's policy objectives are accurately and fully reflected in the draft legislation.
- Measures may be reviewed by the Legislative Review Committee. The sponsoring Minister would ordinarily attend the Legislative Review Committee for this review (ministry staff may attend to deal with technical questions).

Debate of Budget Legislation

Tax Measures: Post Budget

- Budget legislation goes through the same stages of debate as regular legislation.
- The Tax Policy Branch prepares speaking notes and briefing materials regarding the tax measures for each stage of the budget bill's debate (first reading, second reading, committee (section notes), and third reading).
- Staff from the Tax Policy Branch provide support for the Minister of Finance during the committee debates of the tax aspects of the budget bill.

Non-Tax Measures: Post Budget

- Budget legislation goes through the same stages of debate as regular legislation.
- The Fiscal Planning and Estimates Branch (FPE) coordinates the preparation of speaking notes and briefing material for each stage of the budget bill's debate (first reading, second reading,

committee, third reading). These will be based on the information provided in the Budget Measure Request.

- Ministries will be expected to prepare section notes for the committee stage of debates. A template will be provided to ministries to ensure the consistency of section notes.
- A ministry representative may be called upon to provide support during the committee debates of the budget bill.
- The Minister of Finance may also request that the sponsoring Minister respond to questions regarding the sections of the budget bill corresponding to their requested budget measure.

3. ORDERS IN COUNCIL

Orders in Council (OICs) are instruments by which the Province implements a variety of staffing, administrative and regulatory changes. They require approval by Cabinet before being advanced to the Lieutenant Governor for signature and enactment. There is a corporate, cross-government process for developing and scheduling OIC materials for review by Cabinet.

Current Process

Working with ministries, Cabinet Operations schedules OICs for Cabinet review and reviews each OIC for completeness. Ministries submit an information package and “tagged” OIC (see next section on Legal Advice on OICs) to Cabinet Operations. The information package describes why the OIC is needed, timing considerations, engagement with Indigenous Nations, stakeholder feedback and fiscal matters. Cabinet Operations then prepares an OIC summary document for each Cabinet meeting of the OICs scheduled for review and distributes this summary with other Cabinet meeting materials. Deputy Ministers are responsible to ensure their minister is briefed and prepared to speak to their respective OICs at Cabinet.

If approved by Cabinet, each OIC is provided by Cabinet Operations to the Presiding Member of the Executive Council for signature, and then in turn to the Order in Council Office, which obtains the signature of the Lieutenant Governor (LG), or in the LG’s absence, the Administrator (Chief Justice of the B.C. Court of Appeal). **The moment the LG’s signature is affixed, the OIC becomes law.** The OIC is then posted on Queen’s Printer’s BC Laws website.

Cabinet may also defer or decide not to approve an OIC and in some cases Ministers may decide to withdraw an OIC prior to a Cabinet meeting. OICs that are withdrawn or deferred can be rescheduled once any follow-up is completed. OICs that are not approved by Cabinet do not advance further.

Legal Advice on OICs

Legislative Counsel in the Ministry of Attorney General draft OICs on instructions from policy and legal staff in the sponsoring ministry and review background materials and authorizing statutes. Legislative Counsel also prepare a brief legal opinion of the content and statutory authority of each OIC and append the legal opinion to the OIC as a “tag”. There are three colours of tags:

- Green - no identified legal risks or issues.
- Yellow - timing sensitivities, or some legal risks or issues exist if the OIC is approved.
- Red - represents a strong legal caution as the risks or legalities are significant to the point that Legislative Counsel does not recommend the OIC proceed. If a “red-tagged” OIC proceeds to Cabinet for consideration, the sponsoring ministry may be asked to provide a Cabinet submission explaining the issue and decision in detail.

Corridor Orders

Corridor Orders are OICs that are processed and approved without going to Cabinet for deliberation. Approval is provided by the Premier on behalf of Cabinet. Corridor orders are only used in exceptional circumstances where there would be significant consequences from waiting until the next Cabinet meeting. All corridor orders are reported for information to Cabinet at its next meeting.

Premier's Prerogative

There are certain OICs that are based solely on the Premier's prerogative and are processed as corridor orders. Traditionally, these are *Constitution Act* OICs which involve creating or changing members of Executive Council and the organization of the government, including Cabinet committees and ministry responsibilities. They can also include staffing and appointments to the public service, ministers' offices and the Government Communications and Public Engagement. Approval is provided on behalf of the Premier by either the Chief of Staff, or the Cabinet Secretary, depending on the nature of the appointment.

Proclamations

A proclamation is recognition by the provincial government of events or occasions held by groups on their own behalf or for the general public. During the last few years Cabinet has, by OIC, delegated its approval for proclamations to the Attorney General. Through this delegation the Attorney General has authority to approve and sign provincial proclamations on behalf of Cabinet. Approval of proclamations is required each year or time an event or occasion occurs. Types of events or occasions suitable for proclamations are those that are: apolitical; observe milestones, recognize achievements or direct attention to a worthy cause; and would not be considered offensive or frivolous by the public. Each year, the Order in Council Office receives hundreds of requests from individuals, organizations as well as from within government, requesting a provincial proclamation to mark a special day or event. Individuals or groups can submit requests, including draft wording for the proclamation, to the Order in Council office located in the Ministry of the Attorney General. Such requests should be received at least six weeks before the event or occasion.

OIC Responsibility Table

Participants, and their roles, in the Order in Council development, review and approval process include:

Organization	Role(s)
Office of the Premier	<ul style="list-style-type: none"> Approves OICs to be signed outside of the Cabinet process (corridor Orders.)
Cabinet Operations	<ul style="list-style-type: none"> Prepares OIC Summary report for Cabinet binder Supports the Cabinet Secretary to brief the Premier Receives, quality assures and summarizes OICs and associated documents ready for Cabinet review Administers the review and approval processes at Cabinet level (maintains schedules, facilitates review, acquires signatures, maintains files, etc.) Provides Cabinet-approved OICs to Order in Council Office
Ministries	<ul style="list-style-type: none"> Maintains inventory of required OICs and renewals Issues instructions to Legislative Counsel to create an OIC Obtains DM approval on OIC and associated materials Briefs minister and acquires ministerial sign off Provides final OIC and associated materials to Cabinet Operations
Legislative Counsel	<ul style="list-style-type: none"> Reviews legal context, drafts and “tags” the OIC, providing legal advice. OICs are “tagged” green, yellow or red.
Order in Council Office	<ul style="list-style-type: none"> Receives OICs as approved by Cabinet Acquires signature of Lieutenant Governor/ Administrator Uploads completed OICs to BC Laws for publication
Crown Agencies and Board Resourcing Office	<ul style="list-style-type: none"> Maintains inventory of agency, board and commission appointments, vacancies Maintains a candidate list Assesses candidates and provides recommendations on their suitability Briefs relevant minister, Deputy Minister of Government Communications and Public Engagement Prepares CABRO OIC Summary report for Cabinet binder Provides Cabinet-approved OICs to Order in Council Office

Attachment 1 – Example of OIC Summary Document for Cabinet

ORDERS IN COUNCIL

Cabinet Summary

Month XX, 2020

		FOR DECISION	
	MIN	PURPOSE OF ORDER	STATUTE
		Non-CABRO Appointments	
1.	AG O1234	Appoints Jane Doe of Nanaimo as a Justice of the Peace in and for the Province of British Columbia. The Chief Judge of the Provincial Court of BC has requested this appointment.	<i>Provincial Court Act</i> , R.S.B.C. 1996, s. 30 Approval requested at Cabinet's earliest convenience
		FOR DECISION	
	MIN	PURPOSE OF ORDER	STATUTE
2.	FIN O5678	Approves the remission of property transfer taxes paid in the amount of \$10,000 to Jane Doe. Remission of transfer taxes paid is requested on the basis of great injustice. The Ministry of Finance supports this order.	<i>Financial Administration Act</i> , R.S.B.C. 1996, s. 19 Approval requested at Cabinet's earliest convenience
3.	IRR O3456	Approves the transfer of a 10 hectare parcel of land to Canada for the settlement of a specific claim in accordance with the associated First Nations settlement agreement. This order affects the constituency of XYZ.	<i>Land Act</i> , R.S.B.C. 1996, s. 15 (5) and 31 Approval requested at Cabinet's earliest convenience

4.	AG +0 Reg Count R4567	Approves the request by the District of ABC to be added to the Bylaw Notice Enforcement Regulation effective July 30, 2021. This allows them to participate in an efficient system for issuing notices and resolving matters for minor bylaw infractions (e.g. parking tickets or dog licenses). MLAs XXX and XXX support this order.	<i>Local Government Bylaw Notice Enforcement Act, S.B.C. 2003, s. 29</i> Approval required by July 30, 2021
FOR INFORMATION ONLY - CORRIDOR ORDERS			
	MIN	PURPOSE OF ORDER	STATUTE
5.	PREM 456	Appoints Jane Doe as Administrative Coordinator in the Office of the Minister of XYZ. - Signed by the Administrator on January 16, 2020	<i>Public Service Act, R.S.B.C. 1996, s. 15</i>
6	PREM 457	Appoints John Doe as Communications Manager with Government Communications and Public Engagement. - Signed by the Lieutenant Governor on February 1, 2020	<i>Public Service Act, R.S.B.C. 1996, s. 15</i>
FOR INFORMATION ONLY - PROCLAMATIONS			
	MIN	PURPOSE OF ORDER	STATUTE
7.	AG	Proclaims January 29 to February 4, 2020 as "Proclamation Week" in the Province of British Columbia. - Signed by the Administrator on January 9, 2020	Prerogative

Attachment 2 – OIC Information Template Currently Used by Ministries

Order in Council Cabinet Summary Information

This Template Last Updated: March 6, 2020

Ministry:

Date
Prepared:

Cliff #:

OIC Log #:

The information below will enable Cabinet Ministers to have a clear and complete picture of the decision points, shifts in policy, risks, implications, outstanding issues and timing sensitivities related to the Order in Council and that all necessary consultations have been completed. The ministry is responsible for ensuring the information below will enable an informed decision by Cabinet.

All sections must be completed unless non-CABRO appointment.

1. Type of OIC	<input type="checkbox"/> Non-CABRO* appointment – <u>Complete Sections 1 to 5 only</u> <input type="checkbox"/> Not a regulation <input type="checkbox"/> Regulation - provide Regulatory Count: ____
* Crown Agency Board Resourcing Office	
2. Timing Requirements for Cabinet review and approval	

<p>a) Select all that apply. Include rationale.</p>	<p><input type="checkbox"/> No Timing Requirements/At Cabinet's earliest convenience</p> <p><input type="checkbox"/> RUSH - Cabinet approval is requested / required by _____ because:</p> <p>(Check all that apply)</p> <p><input type="checkbox"/> Legal requirement - Per Legislative Counsel's comments, the OIC must be made/deposited by the date specified.</p> <p><input type="checkbox"/> Advance Notice - In order to give stakeholders sufficient time to adapt to the proposed change, the ministry would like to provide _____ amount of lead time between when the OIC is approved and when it takes legal effect.</p> <p><input type="checkbox"/> Media requirement. A public announcement is planned.</p> <p><input type="checkbox"/> Other _____</p>
<p>b) Why is the OIC required now and what are the consequences if not approved now?</p>	<ul style="list-style-type: none"> • •
<p>c) Should this OIC be held after approval?</p>	<p><input type="checkbox"/> NO - Process normally</p> <p><input type="checkbox"/> RUSH - Process by __DD/MMM/YYYY. Please explain why. _____</p> <p><input type="checkbox"/> YES - Hold until __DD/MMM/YYYY. Please explain why. _____</p>
<p>3. Communication</p>	
<p>What, (if any), is the current communication plan?</p>	<ul style="list-style-type: none"> • • <p>REMINDER: A copy of this OIC Summary Information document signed by the Deputy Minister is to be submitted to Nammi Poorooshasb, ADM, Strategic Communications Division, GCPE.</p>

4. Authorizing Act and section number(s)	
5. Purpose, Content and Context (OIC “Essence”)	•
a) In plain language, please explain what this OIC does? What problem it solves? What is the effect?	•
b) Are there gender and diversity implications that should be considered? Guidance for Gender Based Analysis Plus (GBA+) in Cabinet and Treasury Board Submissions. Click here for more information	<input type="checkbox"/> NO - If no, please explain why there are no implications <hr/> <input type="checkbox"/> YES - If yes, what were the findings? <hr/>
c) Is this OIC in response to direction from Cabinet or one of its Committees or Working Groups?	<input type="checkbox"/> NO <input type="checkbox"/> YES - If yes, provide committee & meeting date: <hr/>
d) Who requested this change? Stakeholder, Cabinet direction, legal requirement, Ministry staff? And why?	•
6. Fiscal Management Considerations	•
a) Is Treasury Board review required?	<input type="checkbox"/> NO - if no, why not? <hr/> <input type="checkbox"/> YES - If yes, provide date of approval: <hr/>

b) Who at Treasury Board Staff reviewed this information and what comments did they provide?	<ul style="list-style-type: none"> [Name of analyst]
c) Is there a cost to Government to implement this OIC?	<input type="checkbox"/> NO <input type="checkbox"/> YES - If yes, provide amount, percentage increase or decrease, and description of cost: <hr/>
d) Is there a Fine, Fee or Administrative Penalty? For more guidance: Click here	<input type="checkbox"/> NO <input type="checkbox"/> YES - If yes, provide date of Treasury Board approval <hr/>
7. Business and Economic Implications	
a) Has your Ministry submitted/will it be submitting the Business and Economic Implications Form to JEDC?	<input type="checkbox"/> YES, submission date: <hr/> <input type="checkbox"/> NO - If no, please explain why not <hr/>
Briefly summarize the findings of the assessment. Guidance for the Business and Economic Implications Framework in Cabinet Submissions. Click here for more information	<ul style="list-style-type: none">
8. Indigenous Peoples	

<p>a) Does this OIC advance Government's commitment to reconciliation?</p> <p>For more guidance: Click here for more information</p>	<p><input type="checkbox"/> NO - If no, please explain</p> <p>_____</p> <p><input type="checkbox"/> YES - If yes, please indicate how</p> <p>_____</p>
<p>b) Have the Indigenous Peoples and Indigenous organizations who may be impacted by this OIC been engaged?</p>	<p><input type="checkbox"/> NO - If no, please explain why not</p> <p>_____</p> <p><input type="checkbox"/> YES - If yes, what views were expressed?</p> <p>_____</p>
<p>c) Does this OIC potentially affect Indigenous Peoples' rights and title?</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES - If this OIC has the potential to adversely affect rights protected under s. 35 of the <i>Constitution Act, 1982</i> (Aboriginal rights and title, treaty rights), attach opinion from the Indigenous Legal Relations, Solicitors Unit, as to the sufficiency of the consultation process undertaken. (Contacts at the ILR: Geraldine Hutchings and Paul Yearwood).</p>
<p>d) Does this OIC potentially affect Indigenous Peoples' treaty rights?</p> <p>If a regulation may/will impact a treaty nation, notification and/or consultation should take place in accordance with the treaty.</p> <p>First Nations with treaties. Click here for more information.</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES - If this OIC has the potential to affect treaty rights, indicate whether the advising solicitor from the Indigenous Legal Relations, Solicitors Unit, is satisfied he consultation process undertaken is sufficient. (Contacts at the ILR: Geraldine Hutchings and Paul Yearwood).</p>

<p>9. Stakeholder and Affected Party Consultations</p> <p>Who is impacted and when were they consulted? List stakeholders and indicate consultation dates and support or concerns raised. Stakeholders may include local governments, external stakeholders, and Government ministries, Crowns & agencies.</p>	<ul style="list-style-type: none"> •
<p>10. Application & government MLA support</p> <p>MLA support is required if the OIC affects specific electoral districts that are represented by a Government MLA. MLA support is not required if the OIC applies province wide, or to an electoral district represented by a non-government MLA. Please complete MLA consultations before submitting the OIC to Cabinet Operations.</p>	<p><input type="checkbox"/> This OIC applies to all electoral districts.</p> <p><input type="checkbox"/> This OIC applies only to the following electoral districts:</p> <p>_____</p> <p>If this OIC applies only to specific electoral districts, do you have written confirmation that Government MLAs from affected electoral districts support this OIC</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO - If no, please explain:</p> <p>_____</p>
<p>11. Confidence & Supply Agreement (CASA)</p> <p>Is Consultation with the BC Green Party Caucus required?</p> <p>Confidence and Supply Agreement Consultation Guide. Click here for more information.</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES - If yes, has the consultation occurred/been scheduled and what was/is the date: _____</p> <p>If consultation has taken place, what was the outcome?</p>

<p>12. Trade Obligations</p> <p>The Trade Policy and Negotiations Branch at JEDC has been consulted and confirms:</p> <p>[select applicable box]</p>	<p><input type="checkbox"/> Trade is not affected</p> <p><input type="checkbox"/> The OIC may affect international or domestic trade obligations, and:</p> <p style="margin-left: 40px;"><input type="checkbox"/> Required notifications have been made and any comments received are:</p> <hr style="width: 40%; margin-left: 40px;"/> <p style="margin-left: 40px;"><input type="checkbox"/> Required notifications have not been made because:</p> <hr style="width: 40%; margin-left: 40px;"/>

Additional Details

Deputy Minister

Date Signed

Contact Name:

Title:

Phone Number:

Alternate Contact Name:

Title:

Phone Number:

Prepared By:

Phone Number:

Attached Appendices:

- ☐ Distribution Form
- ☐ Regulatory Impact Checklist Exemption Form
- ☐ Regulatory Impact Checklist and Regulatory Count Form
- ☐ Map(s)
- ☐ Other:

4. BUDGET DEVELOPMENT PROCESS

The *Budget Transparency and Accountability Act* (BTAA) requires government table a budget on or before the fourth Tuesday of February, or in election years, on or before March 23, or within 120 days of a in the appointment of the Premier (whichever date is later).

General Budget Development Timelines

Budgeting is a cyclical process, with management and reporting on the current fiscal year happening concurrently with future year budget planning. ^{Cabinet Confidences}

Cabinet Confidences

Page 253 of 356 to/à Page 255 of 356

Withheld pursuant to/removed as

Cabinet Confidences

- In 2020/21, supplementary estimates were passed to create two new Contingencies votes (Vote 52 Contingencies for Pandemic Response and Economic Recovery and Vote 53 for Federal and Provincial Pandemic measures) to provide government with additional spending appropriation to respond to COVID-19. Cabinet Confidences

Cabinet Confidences

BUDGET PREPARATION 2021

Cabinet Confidences

CURRENT FISCAL YEAR: BUDGET MANAGEMENT & PRESSURES

Cabinet Confidences

(\$ millions)	Updated Forecast 2019/20 ¹	Budget Estimate 2020/21	Plan 2021/22	Plan 2022/23
Office of the Premier	11	11	11	11
Advanced Education, Skills and Training	2,330	2,366	2,372	2,374
Agriculture	98	95	96	96
Attorney General	611	652	654	662
Children and Family Development	2,068	2,228	2,255	2,259
Citizens' Services	561	552	554	554
Education	6,577	6,697	6,758	6,765
Energy, Mines and Petroleum Resources	180	114	92	92
Environment and Climate Change Strategy	247	245	247	246
Finance	1,160	838	883	975
Forests, Lands, Natural Resource Operations and Rural Development	950	844	856	850
Health	20,846	22,190	23,130	23,875
Indigenous Relations and Reconciliation	108	97	108	108
Jobs, Economic Development and Competitiveness	97	93	94	94
Labour	16	17	17	17
Mental Health and Addictions	10	10	10	10
Municipal Affairs and Housing	828	650	842	812
Public Safety and Solicitor General	932	852	857	863
Social Development and Poverty Reduction	3,568	3,683	3,750	3,798
Tourism, Arts and Culture	164	161	161	161
Transportation and Infrastructure	914	929	932	932
Total ministries and Office of the Premier	42,276	43,324	44,679	45,554

Contingencies

The Minister of Finance is responsible for managing Contingencies vote(s) that support government in managing uncertain or volatile costs within the fiscal plan. Cabinet

Cabinet Confidences

In 2020/21, there are three Contingencies Votes as shown in the following table.

Vote Name and Number	Description	2020/21 Appropriation	Current Forecast/ Allocation
Vote 45 Contingencies (All Ministries) and New Program Vote*	Cabinet Confidences		
Vote 52 Contingencies (All Ministries): Pandemic Response and Economic Recovery			
Vote 53 Contingencies (All Ministries): Federal and Provincial Pandemic			

Cabinet Confidences

Statutory Authority Pressures

A statutory appropriation is an authority to spend out of the Consolidated Revenue Fund through legislation and not a *Supply Act* (i.e. voted appropriation). The general rationale for statutory appropriations is to authorize spending for public policy reasons (e.g., required for immediate health and safety or protection of property such as fighting wildfires or the provision of emergency services in response to natural disasters) for situations that are unpredictable or and difficult to budget for. ¹Cabinet Confidences

Cabinet Confidences

Special Accounts also have statutory authority to make expenditures above the amounts published in the Estimates. A special account is an account in the general fund of the consolidated revenue fund where the authority to spend money from the account is located in an Act other than the *Supply Act*. Legislation specifies the dedicated revenue sources and eligible expenditures/specific purposes for each special account. ²Cabinet Confidences

Cabinet Confidences

5. CENTRAL AGENCIES OF GOVERNMENT

BC Public Service Agency

The BC Public Service Agency (BCPSA) was formed in April 2003 as a central agency to provide a consolidated human resource management service to the BC Public Service. The organization is responsible for leading a strategic government-wide human resource agenda and supporting the operational business needs of government ministries and agencies through providing human resource management policies, frameworks and guidelines, and a variety of human resource services, products, and programs.

The BC Public Service is one of the largest employers in the province, serving all communities across B.C. The BCPSA is mandated to support this workforce by providing human resources services such as hiring, payroll, labour relations, occupational health and safety, learning and development, workforce planning, and employee engagement supports. The BCPSA also leads corporate human resource strategy and the development of a corporate plan for the BC Public Service that supports a “one-employer” approach to ensure government continues to have the skilled professional public service needed to meet the evolving needs of British Columbians.

As a central agency, the BCPSA most recently fell within the responsibility of the Minister of Finance as the minister responsible for the *Public Service Act*. The Deputy Minister (or Head of the BCPSA) reports to the Minister. Like all deputy ministers, the Head of the BCPSA also has a reporting relationship to the Deputy Minister to the Premier, who is the Head of the BC Public Service. The BCPSA is accountable to government ministries and agencies through its relationship with ministry executives.

Crown Agencies and Board Resourcing Office

The Crown Agencies and Board Resourcing Office (CABRO) is responsible for Public Sector Organization (PSOs) governance support. CABRO provides oversight of and support regarding Crown governance and corporate accountability in relation to public sector organizations.

CABRO co-ordinates the legislated performance, planning and reporting annual cycle for Crown Corporations under the *Budget Transparency and Accountability Act*, oversees the recruitment and recommendation of candidates for appointments to Crown corporations, agencies, boards and commissions and provides public sector governance advice and training for appointees. CABRO is the secretariat for the Appointment Orders Cabinet Committee, issues cross government drafting instructions for appointments and coordinates the Order in Council board appointments for Cabinet agendas.

Governance support includes:

- overseeing appointments to 264 public sector organizations – which encompasses nearly 2,000 appointees, with a firm commitment to reflecting the Province’s diversity in Provincial appointments (see diversity statement below);

- overseeing the delivery of mandate letters, service plans and annual service plan reports for PSOs;
- provision of guidance on the creation and dissolution of public sector organizations;
- conducting analysis, establishing best practices, providing advice and recommendations on governance issues;
- providing training on governance, public sector transparency, strategic Government priorities, performance planning and reporting; and
- maintaining and updating the Government's Crown Agency Registry and Shareholder's Expectations Manual for British Columbia Crown Agencies.

CABRO supports government's commitment to diversity in board appointments by ensuring:

- To support strong boards that reflect the diversity of our province, women, visible minorities, Indigenous Peoples, persons with disabilities, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), and others who may contribute to diversity in public sector board appointments are encouraged to put their names forward for appointments.
- Consideration will be given to individuals with a broad range of backgrounds in community, labour and business environments. The selection process will recognize lived experience and volunteer roles as well as paid employment and academic achievements.

CABRO is headed by a Senior Executive Lead and is within the mandate of the Ministry of Finance.

Government Communications and Public Engagement

The primary role of Government Communications and Public Engagement (GCPE) is to inform the public about government programs, services, policies and priorities.

GCPE is staffed by professionals with experience and education in government and/or corporate communications, media relations, public relations, marketing, social media and digital content. Employees provide a variety of services and expertise, and work closely with other provincial, federal and municipal government representatives, media, industries, associations, interest groups, and the general public.

Through traditional communications practices and, increasingly, through direct engagement and online services, we provide:

- Communications Services
- Corporate Online Services
- Social Media
- Citizen Engagement

- Marketing Services
- Graphic Design Services
- Emergency Communications
- Ministry Communications Offices
- Media Relations
- Writing & Editorial Services
- Event Planning
- Media Monitoring

GCPE is headed by a Deputy Minister and is part of the mandate of the Ministry of Finance. Communications Directors are embedded within each of the individual ministries but report centrally through GCPE. The priority for the ministry-based communication teams is proactive strategic planning and delivering quality, services and products.

Intergovernmental Relations Secretariat

The Intergovernmental Relations Secretariat (IGRS) provides strategic advice and support to the Premier for meetings with the Prime Minister, other Premiers, U.S. leaders, heads of states and governments, and foreign dignitaries. IGRS gathers intelligence on pertinent issues and interests, participates in intergovernmental negotiations in advance of meetings, ensures that B.C.'s interests are represented in defining the agendas, and creates strategic alliances, as required, to influence the direction of policies or programs that affect the province.

The Secretariat is also responsible for the Francophone Affairs Program which is governed by a federal-provincial cooperation agreement on services in French. Collaboration between the B.C. government and the federal government supports ministries, Crown corporations and municipalities in their investments and efforts to ensure access and delivery of French language services.

The Office of Protocol is a division within IGRS that leads and coordinates ceremonial, protocol, honours and diplomatic activities, and manages and administers the *Provincial Symbols and Honours Act* which establishes the Order of BC and the Medal of Good Citizenship. It is also responsible for relations with the Consular corps.

IGRS is headed by a Deputy Minister and is within the mandate of the Office of the Premier.

Public Sector Employers' Council Secretariat

The Public Sector Employers' Council Secretariat is created under the *Public Sector Employers Act* and reports directly to the Minister of Finance as the Minister Responsible for the Act.

Secretariat Mandate:

The Public Sector Employers' Council Secretariat is the central agency supporting government on all

issues related to public sector collective bargaining, non-union compensation, appointee remuneration, and pension plans.

Labour Relations — provides strategic advice and the development of bargaining mandates, and implements those mandates and strategies through employers' associations by coordinating employers across the provincial public sector, including health, K-12 public schools, Crown corporations, community social services, post-secondary institutions (colleges, institutes, teaching universities) and research universities, as well as the core Public Service.

Non-Union Compensation — works with public sector employers to establish and implement compensation policies and plans for non-union employees such as managers and executives (including CEOs). PSEC Secretariat is responsible for coordinating the two annual statutory disclosures of executive compensation for 123 public sector employers.

Public Sector Pension Plans — represents government in its role as a partner under the *Public Sector Pension Plans Act* and the joint trust arrangements established for the four major public sector pension plans. This includes working with other partners to the pension plans to achieve the goals of the plans in a sustainable manner, monitoring government's risk exposure and providing policy advice to both government and public sector employers.

Board Appointee Remuneration — supports Treasury Board by chairing and providing secretariat support to the Appointee Remuneration Committee established pursuant to the by Treasury Board Directives that set remuneration guidelines for government appointees to Crown agency boards and administrative tribunals.

The Public Sector Employers' Council Secretariat is created under the *Public Sector Employers Act* and led by a President and CEO who reports directly to the Minister of Finance as the Minister Responsible for the Act.

Legal Services Branch

The Legal Services Branch's mandate is to deliver legal services to the Government of British Columbia in accordance with the *Attorney General Act*. The Branch provides comprehensive legal and legislative services to government including alternate dispute resolution services; acting for government in civil suits and tribunal proceedings; drafting all government bills and regulations; and preparing the Revised Statutes of British Columbia.

The Branch is a centralized government service, consisting of lawyers, paralegals and administrative staff. Lawyers in the Branch provide legal and legislative services to the Provincial government. The Branch was recently reorganized to consist of five legal group practices (Central Services Group, Litigation Group, Natural Resource, Transportation and Indigenous Legal Group, Justice, Health, and Revenue Group and the Vancouver Group), and the Office of Legislative Counsel and Director's Counsel. More information is available at L@w Matters at <http://www.legalservices.gov.bc.ca/>.

Central Agencies in Support of Cabinet

Cabinet Operations

Cabinet Operations is a non-partisan office that facilitates government decision-making and is the secretariat for Cabinet and its Committees. To fulfil this role, Cabinet Operations acts as the bridge between elected officials and the Public Service, moving information, material and decisions between the two groups. Specific activities include, but are not limited to:

- Providing independent, strategic advice to the Cabinet Secretary on the development of Cabinet agendas.
- Managing the government's strategic policy and legislative processes, including regulations and Orders in Council.
- Liaising with ministries to schedule submissions for review by Cabinet and its Committees and providing advice on appropriate format and content.
- Preparation, scheduling and logistics around all Cabinet and Cabinet Committee meetings (with the exception of Treasury Board).
- Preparation and distribution of Cabinet and Committee materials to members.
- Preparation and distribution of Cabinet and Committee meeting minutes to members and appropriate ministries.
- Office of record for Cabinet and Cabinet Committee meeting documents and decisions.
- Cabinet Operations is also responsible for providing advice and support to ensure continuity of core government operations related to Cabinet during government transition.

Cabinet Operations is headed by a Deputy Cabinet Secretary who reports directly to the Deputy Premier/Cabinet Secretary in the Office of the Premier.

Treasury Board Staff

Treasury Board Staff (TBS) develops, manages, and produces the Budget and Fiscal Plan, the 10-year Corporate Capital Plan, the Estimates, Quarterly Reports, the Financial and Economic Review, and other related documents.

TBS provides financial management advice to support well-informed decisions by Treasury Board and the Minister of Finance, including advice on economic performance, and management of ministry and agency spending, capital plans and spending, revenue and debt. TBS is responsible for developing the economic forecast as well as the 3-year fiscal plan. TBS also develops revenue and spending forecasts and plans; and makes recommendations to Treasury Board and government on expenditure management and related strategies as needed to keep the fiscal plan on track throughout the year.

TBS supports the operations of Treasury Board meetings throughout the year and advises the Board on budgetary requests and spending management issues brought forward by ministries and other government agencies.

TBS is headed by a Deputy Minister who is also the Secretary to Treasury Board.

D. Advice to Ministers

1. Advice to Ministers on Responsibilities and Conduct
 - a. Political Staff Standards of Conduct
 - b. Public Service Standards of Conduct
 - c. Conflict of Interest Disclosure Form
 - d. Guide to Gifts and Personal Benefits
 - e. Records Management Responsibilities of Ministers
 - f. Use of Personal Email Accounts
 - g. Are You Lobbying?
2. Ministers' Salaries, Benefits & Expenses

1. ADVICE TO MINISTERS ON RESPONSIBILITIES AND CONDUCT

Introduction

This section sets out the roles and responsibilities of Ministers and outlines some of the key considerations in standards of conduct for Ministers. It discusses conflict of interest, freedom of information and privacy, lobbying, judiciary matters and legal advice and administrative matters. The information is intended to act as a guide to help ministers in conducting their business and in supporting the Premier in managing the business of government.

Roles and Responsibilities

The Transition Process

Following an election, the Premier will be faced with a significant number of decisions. Some of the more important tasks are:

- determine the size of Cabinet;
- determine the scope of different ministerial portfolios;
- select members of Cabinet;
- prepare mandate letters for each Minister;
- prepare an action plan to implement the policy platform; and
- develop an approach to the public service including key appointments.

In this case, the Premier and their team will have already considered many of these issues during the preparatory process leading up to the election. However, some of the tasks - like selecting Cabinet members - can take place only after the election is over.

Many Ministers will be new to political life. Some of the early tasks they face will include:

- establishing a working relationship with other Cabinet members as well as with the Premier;
- understanding the role and structure of Cabinet and its committees;
- setting up their own office;
- getting to know key public servants, including the Deputy Minister and Assistant Deputy Ministers;
- reviewing the briefing documents prepared by the public service; and
- making an assessment of the status of programs and policies in place.

The accomplishment of these tasks depends on having clear understanding of the roles, powers, and limitations of the various actors in the Westminster political system. The following notes provide a quick overview of some of the crucial "building blocks" of the Westminster system.

The Role of the Premier

The role of the Premier is to provide overall political leadership to the government. As head of government, the Premier has both a political role and an administrative one. Political priorities do not always correspond to administrative resources and constraints. As a result, most governments are organized to provide separate but coordinated streams of advice to the Premier.

The political stream of advice normally comes from the Chief of Staff, Office of the Premier, while the administrative (non-partisan) advice comes from the Deputy Minister to the Premier. Both are deliberately located in the Office of the West Annex in order to keep coordination and cooperation to a maximum.

One way of summarizing the difference is that the Chief of Staff and their team are politically driven and administratively sensitive, while the Deputy Minister to the Premier and their team are administratively driven and politically sensitive.

Below is a general description of each office.

The Office of the Premier: Chief of Staff

- is politically driven;
- is the Premier's personal support or service centre;
- is headed by a close personal and political aide to the Premier;
- assists the Premier in their political roles – as the leader of the government and as a member of the legislature;
- plays a lead role in setting the government's agenda;
- determines whether a policy meets the needs and wishes of the government's external constituencies, i.e. its political soundness; and
- develops a strategy and programs to ensure government policy is adequately communicated.

The Office of the Premier: Deputy Minister to the Premier

- is strategically driven, to meet the public policy program set out by Premier and Cabinet;
- is headed by the Deputy Minister to the Premier, who is also the Head of the BC Public Service and the Cabinet Secretary;
- is responsible for managing the decision-making process of Cabinet and ensuring implementation;

- advises on soundness of proposed policy, legislation and expenditures;
- advises the Premier on issues of government organization and structure; and
- advises the Premier on senior full-time appointments to the public service and its agencies.

The Role of the Minister

Cabinet Ministers are accountable to the Premier and to the Legislative Assembly for the exercise of two fundamental responsibilities:

1. individual performance related to their portfolio responsibilities within the government; and
2. the collective performance of the government.

A useful aid to achieving this is a mandate letter to each Cabinet Minister specific to their portfolio from the Premier outlining the main issues the Premier wants the Minister to focus on.

The mandate letter would normally include:

- the Premier's expectations for Cabinet Ministers' conduct;
- priority areas for the Cabinet Minister's specific portfolios;
- issues to focus on within specific timeframes;
- responsibilities within the portfolios; and
- any immediate action that, in the Premier's view, must be taken in the portfolio.

Individual Responsibility and Accountability

Ministers are:

- sworn to carry out the powers, duties and functions of their portfolios;
- responsible for the policies, programs, and administration of their Ministries;
- a source of policy and program initiatives;
- vested with ministerial powers, duties and functions through various acts (officials have the required knowledge to advise Ministers on the nature and extent of such powers, obligations and constraints);
- individually responsible to the Legislative Assembly for:
 - their own actions;
 - the policies and practices of their Ministry, including the actions of all officials under their management and direction; and
 - the policies and practices of any non-ministerial bodies, such as agencies, boards and

commissions within the Minister's portfolio.

Collective Responsibility

Ministers are:

- appointed by the Premier and serve at the Premier's pleasure;
- expected to participate fully in Cabinet decision making, including appropriate Cabinet committees;
- expected to defend the government's actions and policies; and
- solemnly obliged to uphold the rule of Cabinet confidentiality.

Participation in Cabinet Decision Making

The Cabinet is the forum in which Ministers reach a consensus and coordinate their views and decisions on issues. It is chaired by the Premier and supported by the Secretary to the Cabinet and their staff. It provides a strategic direction and sets priorities for the government, in addition to addressing specific program and policy issues.

Cabinet decision making will also involve Cabinet Committees and, if established, Working Groups, as determined by the Premier. Working Groups are typically very focused Committees of Cabinet and have equal decision-making powers as other Committees of Cabinet. Committees and Working Groups receive and evaluate submissions and make recommendations to Cabinet, which makes the final decision on the issue.

Consensus

- Cabinet works through a process of presentation, discussion and consensus in order to reach decisions.
- Through discussion and debate by Cabinet, and following any final thoughts expressed by Ministers, the Premier will sum up the consensus among the Cabinet members.
- The Secretary to the Cabinet Committee, typically the Deputy Cabinet Secretary, then records the decision and communicates it to appropriate Deputy Ministers for implementation.

Consultation

- Policy and legislation proposals are brought to Cabinet through a formal process and set out in documents called Cabinet Submissions. Cabinet Operations establishes a common format for submissions, and routes the submission to the appropriate Cabinet Committee.
- Meetings are not the forum to verbally introduce new policy issues for decision.
- Consultations among relevant Ministers (or among their ministries) often precedes the submission of a proposal to Cabinet.
- Cabinet focuses on the need to resolve differing points of view, or to confirm the course a Minister proposes to follow.

- Officials are expected to ensure that other ministries are informed in advance so that their Ministers can be prepared for Cabinet discussions.

The Public Service

This section discusses the distinct but complementary roles of public servants and exempt staff in supporting Ministers in performing duties related to their portfolio responsibilities.

The BC Public Service is non-political and non-partisan and is expected to serve the politically elected government of the day to the best of its ability. Its three main roles include:

- Providing policy advice and functional expertise to Ministers;
- Implementing government policy and programs; and
- Delivering government services to citizens.

Public Service versus Political Positions/Roles

There is a distinction between public service employees and employees considered to have political affiliation.

BC Public Service employees are appointed under the *Public Service Act* and are governed by its provisions. Public service employees are expected to be non-political and non-partisan.

Staff in Ministers' Offices, including ministerial assistants, executive assistants, administrative co-ordinators and support staff, are appointed by Order in Council (OIC) under section 15 of the *Public Service Act*, which excludes them as public service employees. Their terms and conditions of employment are established by OIC and they are designated as appointees. As such, application of the merit requirement does not apply in their hiring, nor must they remain non-political/non-partisan in their working roles. However, ministers' office staff must inform themselves about the standards of conduct that apply to them, as well as the standards for public service employees, and their actions must respect the non-partisanship and impartiality of public service employees. (See attached *Standards of Conduct* documents.)

Ministers and Deputy Ministers

For both Ministers and Deputy Ministers to be successful in their respective roles, a good working relationship, based on trust and mutual understanding, is critical. Each Deputy Minister must be well versed in their Minister's priorities and work styles; conversely, in developing a relationship with their Deputy, each new minister should remember that Deputy Ministers are:

- professional, non-partisan public servants who are expected to serve and advise their Ministers with integrity, expertise, and frankness;
- accountable to the Minister, the Premier, and the Cabinet Secretary;
- the official entry point/channel through which the Minister should typically access the public service and its employees; and
- governed by the *Standards of Conduct* for public service employees.

Ministers are also bound by ethical standards, including those outlined in the *Members' Conflict of Interest Act*; however, there are several differences between the provisions of this Act and the *Standards of Conduct* for public service employees. These differences include scope, the non-partisan emphasis of the latter, and mechanisms for addressing potential conflicts/issues as they arise.

Conflict of Interest

The *Members' Conflict of Interest Act* ("the Act") prohibits acting in an official capacity if a conflict of interest or an apparent conflict of interest exists. A conflict of interest exists if the Member exercises an official power or performs an official duty or function and at the same time knows that in the performance of the duty or function there is the opportunity to further their private interest. A private interest does not include an interest that applies to the general public or affects a Member as a broad class of people.

The Conflict of Interest Commissioner is an independent, non-partisan Officer of the Legislative Assembly who is responsible for independently and impartially interpreting and administering the Act. Members of the Legislative Assembly are expected to act in the public interest at all times, and must not use their official position for personal gain or advantage. The rules governing conflict of interest for Members are set out in the Act and ensure that those who are elected to public office are held to high standards of conduct.

Members must avoid both actual and apparent conflicts of interest, and must arrange their private affairs to prevent such conflicts from arising. Members are expected to resolve any conflicts which do arise promptly and transparently. In determining whether an apparent conflict of interest exists, the Commissioner must consider not only whether the Member is in receipt of a benefit amounting to a private interest, but also whether in all of the circumstances a reasonably well informed person could perceive that this private interest could affect the exercise or performance of an official power, duty or function.

The Act includes the following prohibitions:

- A general prohibition against **conflicts of interest**
- A prohibition against using **insider information**
- A prohibition against using one's **influence** inappropriately
- A prohibition against accepting **extra benefits**.

Section 16(1) of the Act requires that all Members of the Legislative Assembly of BC file a confidential disclosure statement with the Commissioner within 60 days of being elected, and after that annually. Members must complete a confidential disclosure form pursuant to the regulations to the Act which contains a statement of the nature of the assets, liabilities and financial interests belonging to the Member and their spouse. Separate disclosure forms are required if the Member has any minor children, and if the Member, their spouse or minor child has a controlled private corporation.

Once the contents of the confidential disclosure statement have been finalized, a Public Disclosure Statement (PDS) is prepared. The PDS contains most, but not all, of the information contained in the Member's confidential disclosure statement. It is filed with the Clerk of the House and is available for public inspection.

The following members' forms can be found on the Conflict of Interest Commissioner's website at www.coibc.ca.

- Member's Confidential Disclosure Statement
- Disclosure Statement for Minor Children
- Controlled Private Corporation Statement
- Member's Statement of Material Change
- Member's Statement of Gifts and Personal Benefits

Declaring a conflict that arises at a Cabinet or Committee of Cabinet meeting

The Act requires that Ministers who have a conflict of interest or an apparent conflict of interest, or have reasonable grounds to believe that they have a conflict of interest must, if present at a meeting of Cabinet or any Committee of Cabinet:

1. Disclose the general nature of the conflict of interest or the private interest; and
2. Withdraw from the meeting without voting or participating in the discussion of the matter.

Ministers should ensure that the Cabinet Secretary or the Secretary to Treasury Board is made aware of any conflict issues that may arise in meetings of Cabinet, Cabinet Committees, or Treasury Board. Cabinet Operations and Treasury Board Staff will provide forms to Ministers and members of Cabinet Committees to ensure that they record their conflict, and their withdrawal from the meeting. (See attached Conflict of Interest Disclosure Form.)

The Cabinet Secretary and the Secretary to Treasury Board are required to file monthly reports with the Conflict of Interest Commissioner that record conflicts of interest that have been identified by members of Cabinet and Treasury Board, and the nature of the conflict. The conflicts identified are only reported to the Commissioner AFTER the matter on which the conflict was identified, becomes public.

Questions should be discussed with the Conflict of Interest Commissioner.

Gifts and Personal Benefits

Members are prohibited from accepting gifts or personal benefits in connection with the performance of their official duties. However, there is an exception for gifts or personal benefits received "as an incident of protocol or social obligations". In most cases this means a token expression of appreciation or complimentary hospitality in the context of some official interaction.

Before accepting a gift, Members must consider whether the donor is someone whose interests could be affected by a decision the Member may be called upon to make, and whether accepting the gift would – or would appear – to place the Member under an obligation to the donor. Generally, if the donor has any official dealings with the government, the gift should not be accepted.

Members are required to disclose and provide details of any gifts or personal benefits they have received, if the value of the gift exceeds \$250 or if the combined value of multiple gifts from the same

donor exceeds \$250 in a twelve-month period. A summary of gifts received is included in the Member's Public Disclosure Statement.

The Office has published a booklet "Accepting and Disclosing Gifts: A Guide for Members". The Guide provides general information to assist Members to understand their obligations, but Members are still encouraged to seek the Commissioner's advice if in any doubt about the propriety of accepting a gift or personal benefit.

See the attached *Guide to Gifts and Personal Benefits*. It is also available at <https://coibc.ca/resources-for-members/>

For further information contact the Conflict of Interest Commissioner, Victoria Gray, Q.C., at:

Telephone: (250) 356-0750

Email: conflictofinterest@coibc.ca

Web site: www.coibc.ca

Freedom of Information and Protection of Privacy Legislation

The Office of the Information and Privacy Commissioner (OIPC) provides independent oversight and enforcement of B.C.'s access and privacy laws, including:

The *Freedom of Information and Protection of Privacy Act* (FOIPPA), which applies to over 2,900 public bodies, including ministries, local governments, schools, crown corporations, hospitals, municipal police forces, and more.

The Commissioner has the power to:

- Investigate, mediate and resolve appeals concerning access to information disputes, including issuing binding orders;
- Investigate and resolve privacy complaints;
- Initiate Commissioner-led investigations and audits of public bodies or organizations, if there are reasonable grounds of non-compliance or if it is in the public interest;
- Comment on the access and privacy implications of proposed legislation, programs or policies;
- Comment on the privacy implications of new technologies;
- Conduct research into anything affecting access and privacy rights; and
- Educate the public about their access and privacy rights and the relevant laws.

Disclosure

FOIPPA creates a broad-based obligation to disclose information that is in the possession of a ministry or a Minister's Office, upon request for disclosure. It is the duty of a ministry to respond to this request in

a timely way. Normally the time limitation is 30 days. Consideration and coordination of ministry responses to requests to disclose information are supported by the central Corporate Information and Records Management Office.

There are 12 exceptions to the requirement to disclose. Some exceptions are mandatory while others are discretionary and/or require a test to be met. Among the most important exceptions are:

- Any material that could reveal the substance of deliberations of Cabinet or any of its committees, including any advice, recommendations, policy considerations, or draft legislation or regulations submitted or prepared for submission to the Cabinet or any of its committees;
- Personal information;
- Legal advice to a minister or ministry;
- Policy advice to a minister or ministry;
- Information harmful to law enforcement;
- Information harmful to intergovernmental negotiations; and
- Information harmful to government's economic interests, or the business interests of a third party.

Persons denied access to information can appeal the denial to the Information and Privacy Commissioner. While some of the exceptions noted above may appear to be broad, the Commissioner may give them a narrower interpretation. Information Access Operations staff are familiar with the Office of the Information and Privacy Commissioner case law and will work with ministry staff to respond to any requests.

Careful attention should also be paid to private or personal information about third parties. It is never appropriate to disclose such information without the consent of the third party.

Ministers' calendars are proactively disclosed each month and published on Open Information after appropriate severing of information that might be "excepted" under one of the categories noted above. Consider carefully the amount of information contained in a calendar, on the assumption that such information might become accessible to the public.

Guidance on Use of personal Email accounts for Public Business

The Office of the Information and Privacy Commissioner also publishes guidance documents to inform citizens and promote compliance with B.C.'s access and privacy laws. For example, see the attached *Use of Personal Email Accounts*. This document explains the implications under the FOIPPA for use of personal email accounts for work purposes by employees of public bodies.

For further Information Contact Michael McEvoy, the Information Privacy Commissioner at:

Telephone: (250) 387-5629

E-mail: info@oipc.bc.ca

Website: <http://www.oipc.bc.ca/>

Lobbyists and Lobbying

The Office of the Registrar of Lobbyists (“ORL”) is responsible for monitoring compliance with British Columbia’s *Lobbyists Registration Act* (“LRA”) and the associated regulations. The underlying objective of the LRA is to ensure transparency of legitimate lobbying activities so that members of the public are made aware of who is attempting to influence government decisions. Lobbyists are required by the LRA, to register. This is done by filing a return with the Registrar for Lobbyists.

The LRA regulates lobbying in British Columbia. “Lobbyists” are persons who, on behalf of their employers or clients, communicate with public office holders in an attempt to influence their decisions. The LRA promotes transparency in the lobbying process by requiring lobbyists to declare details of their lobbying effort, including on whose behalf they are lobbying, who they are targeting, on what subject matter and toward what outcome. All of this information is available for the public to view, free, at any time.

Under the Act, lobbying is broadly defined. It includes individuals who are paid to lobby (“consultant lobbyists”), or whose duties as an employee include lobbying as a significant component. The act of lobbying includes communicating with an office holder to influence the development of legislation, regulations, policy and the awarding of contracts or conferral of benefits. In relation to a consultant lobbyist, it can include simply trying to arrange a meeting between office holder and any other person.

Ministers may choose to meet with lobbyists whether they are registered or not. While it is the lobbyist’s duty to comply with the Act and ensure appropriate registration, problems may be avoided by asking or having staff ask about registration of any person who might be considered to be “lobbying”. For a guide on how to determine if someone is lobbying the attached *Are You Lobbying?*

The Information and Privacy Commissioner for the Province of B.C. is also the registrar of lobbyists. For further information contact Michael McEvoy at the Office of Registrar for Lobbyists at:

Telephone: (250) 387-2686

Email: info@bcorl.ca

Web site: <http://www.lobbyistsregistrar.bc.ca>

Judiciary/Matters before the Courts

Ministers should not comment publicly on matters that are before the Courts, or before administrative tribunals that are acting in a “judicial” capacity. Comments that are strictly regarding the facts of the matter may be appropriate. Before commenting, however, the Attorney General or Deputy Attorney General should be consulted.

Ministers should not communicate with:

- Members of the judiciary or administrative tribunals that are making judicial decisions concerning any matter that is before the court of tribunal;
- Crown prosecutors (without prior consultation with the Ministry of Attorney General); and
- Police officers or law enforcement agencies (without prior consultation with the Ministry of Attorney General) concerning matters under investigation (unless the Minister has been asked to assist).

Ministers should refrain from writing letters of character reference for persons involved in the proceedings.

Legal Advice and Legal Proceedings

The Attorney General is government's chief law officer. Legal advice to Ministers and their ministries must be obtained from or through Ministry of Attorney General staff. The confidentiality of legal advice is protected by solicitor/client privilege, and should not be shared or discussed with any individual who is not an employee of the Province of British Columbia.

The Ministry of Attorney General represents government in litigation before courts and administrative tribunals. Lawyers who represent government in these proceedings must be employed or retained by the Ministry of Attorney General.

A Minister may be eligible for indemnity coverage under the Excluded Employees (Legal Proceedings) Indemnity Regulation if, as a result of the performance of their ministerial duties, legal proceedings are brought or likely to be brought against the Minister. Legal proceedings covered by the Regulation are civil proceedings (including defamation), professional body proceedings, human rights proceedings, penalty proceedings and criminal prosecutions. Where a Minister becomes aware that proceedings have been or are likely to be commenced, the Minister (in order to obtain coverage) must immediately notify the Deputy Minister to the Premier in writing of the proceedings and that they are likely to be seeking coverage, and, within a reasonable time thereafter, must make a written request for coverage in the form required by the Deputy Minister to the Premier. A Minister may also be eligible for coverage under the Regulation in connection with their ministerial duties if the Minister is to appear as a witness in proceedings or if the Minister wishes to bring proceedings against someone for defamation. For details about the coverage, the Regulation can be found at:

http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/62_2012

Members of Executive Council are disqualified from jury duty.

Administrative Matters

Within the Ministry of Finance is the Ministers' Office Support Services (MOSS) group. MOSS provides Ministers with guidance and support on administrative matters. Their intranet site at <http://gww.fin.gov.bc.ca/gws/camss/moss/> provides Minister's Offices with information related to financial, human resources, information systems and other administrative policies and procedures on the following subjects:

- Accounts Payable

- Budget Information
- Information Technology (IT)
- Facilities
- Freedom of Information
- Payroll
- Records Management
- Human Resources
- Telecommunications
- Travel
- Vehicles

Standards of Conduct for Political Staff

“Political staff” are persons appointed under section 15(1)(a) of the Public Service Act who report through to the Chief of Staff to the Premier or provide support to a Minister, and who are not assigned job duties of a primarily administrative, technical or communications nature. Most appointees working in the Office of the Premier and supporting Minister’s Offices are political staff (e.g., Ministerial Assistants and Executive Assistants). Appointees to Government Communications and Public Engagement are not political staff.

Political staff will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the Province of British Columbia into disrepute.

The requirement to comply with these standards of conduct is a condition of employment. Political staff who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

The Standards of Conduct for Political Staff closely resemble the Standards of Conduct applicable to employees of the BC Public Service. However, the Standards of Conduct for Political Staff recognize the unique partisan role performed by political staff and provide guidance on how political staff may exercise their partisan duties while also respecting the non-partisan role of employees in the BC Public Service.

Role of Political Staff

Political staff are generally employed to help Ministers on matters where the non-political and political work of Government overlap and where it would be inappropriate for permanent public servants to become involved. Political staff serve as advisors and assistants who share the ruling party’s political commitment, and who can complement the professional, expert and non-partisan advice and support of the permanent public service.

Political staff should ask the manager to whom they report, or the Chief of Staff to the Premier, if they have any questions regarding their role and responsibilities.

Loyalty

Political staff have a duty of loyalty to the government as their employer. They must act honestly and in good faith and place the interests of the employer ahead of their own private interests. The duty committed to in the Political Staff Oath requires political staff to serve the government of the day to the best of their ability.

Confidentiality

Confidential information, in any form, that political staff receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Political staff with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Staff who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

The proper handling and protection of confidential information is applicable both within and outside of government and continues to apply after the employment relationship ends.

Confidential information that political staff receive through their employment must not be used for the purpose of furthering any private interest, or as a means of making personal gains. (See the Conflicts of Interest section below for details.)

Public Comments

Political staff may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so). Staff must not use their position in government to lend weight to the public expression of their personal opinions.

Service to the Public

Political staff must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Staff must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

Workplace Behaviour

Political staff are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, political belief and conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of political staff in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the Province of BC will not be tolerated.

All political staff may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes attempted and threatened use of force.

Political staff must report any incident of violence. Any staff who become aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately. Staff must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulation.

Political staff must conduct themselves professionally, be fit for duty, and be free from impairment (e.g., from alcohol or drugs).

Interactions with the Permanent Public Service

In meeting their responsibility to respect the non-partisanship of ministry staff, political staff have an obligation to inform themselves about the appropriate parameters of conduct set out in the Standards of Conduct for Public Service Employees, and to actively assess their own conduct and any requests they make to ministry employees in light of these parameters.

To the extent possible, relations between political staff and ministry staff should be conducted through the Deputy Minister's Office. The Deputy Minister's Office should be informed about any significant contact between political staff and ministry employees. Ministers, Deputy Ministers, the Chief of Staff to the Premier, and other managers to whom political staff may report should be vigilant in ensuring the appropriate parameters of interaction between political staff and ministry staff are observed.

Political staff may ask ministry employees for information, transmit the Minister's instructions, or be informed of decisions in order to address communications and strategic issues. However, they do not have a direct role in ministry operations and have no legal basis for exercising the delegated authority of Ministers. Nor may political staff give direction to ministry employees on the discharge of their responsibilities.

Examples of appropriate and inappropriate conduct include, but are not limited to, the following:

Appropriate Conduct	Inappropriate Conduct
<ul style="list-style-type: none"> ▶ Convey to ministry employees the Minister's view of issues and direction on work priorities; ▶ Request ministry employees prepare information and analyses; ▶ Hold meetings with ministry employees to discuss advice being prepared for the Minister. 	<ul style="list-style-type: none"> ▶ Ask a ministry employee to do anything inconsistent with their obligations under the Standards of Conduct; ▶ Authorize the expenditure of public funds, have responsibility for budgets, or have any involvement in the award of external contracts; ▶ Exercise any power in relation to the management of employees within their ministry (except in relation to other political staff), including but not limited to playing any role in human resource decisions affecting a public service employee; ▶ Suppress or supplant advice prepared for the Minister by ministry employees (although they may comment on such advice); or substitute advice for that of ministry employees.

Conflicts of Interest

A conflict of interest occurs when a political staff member's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the staff member's duties or responsibilities in such a way that:

- the staff member's ability to act in the public interest could be impaired; or
- the staff member's actions or conduct could undermine or compromise:
 - the public's confidence in the staff member's ability to discharge work responsibilities; or
 - the trust that the public places in the Province of BC.

While the government recognizes the right of political staff to be involved in activities as citizens of the community, conflict must not exist between their private interests and the discharge of their employment duties. Upon appointment, political staff must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising.

Political staff who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their manager or the Chief of Staff to the Premier. Examples of conflicts of interest include, but are not limited to, the following:

- A staff member uses government property or equipment or their position, office, or government affiliation to pursue personal interests or the interests of another organization;
- A staff member is in a situation where they are under obligation to a person who might benefit from or seek to gain special consideration or favour;
- A staff member, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the staff member, or a relative or friend, has an interest, financial or otherwise;
- A staff member benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of their employment;
- A staff member benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which they can influence decisions (e.g., investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- A staff member accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of their employment with the Province of BC, other than:
 - the exchange of hospitality between persons doing business together;

- tokens exchanged as part of protocol;
- the normal presentation of gifts to persons participating in public functions; or
- the normal exchange of gifts between friends; or
- A staff member accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

The following four criteria, when taken together, are intended to guide the judgment of political staff who are considering the acceptance of a gift:

- The benefit is of nominal value;
- The exchange creates no obligation;
- Reciprocation is easy; and
- It occurs infrequently.

Political staff will not solicit a gift, benefit, or service on behalf of themselves or other employees.

Conflict of Interest Guidelines for Political Staff

Guidelines have been established to assist political staff, their managers and the Chief of Staff to the Premier in managing conflict of interest issues. Please see the MyHR section of the BC Government website for more information.

Allegations of Wrongdoing

Political staff have a duty to report any situation relevant to their employment that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Staff can expect such matters to be treated in confidence, unless disclosure of information is authorized or required by law (e.g., the Freedom of Information and Protection of Privacy Act). Staff will not be subject to discipline or reprisal for bringing forward, in good faith, allegations of wrongdoing in accordance with this policy statement.

Political staff must report their allegations or concerns in writing to the manager to whom they report or the Chief of Staff to the Premier, who will acknowledge receipt of the submission and have the matter reviewed and responded to in writing within 30 days of receiving the staff member's submission. Where an allegation involves the staff member's manager, the employee must forward the allegation to the Chief of Staff to the Premier. Where an allegation involves the Chief of Staff to the Premier, the allegation must be forwarded to the Deputy Minister to the Premier.

In addition to these reporting requirements, it is expected political staff will also report to the Comptroller General any irregularities related to the expenditure of public funds as outlined in Section 33.2 of the Financial Administration Act.

Where a political staff member believes that the matter requires a resolution and it has not been reasonably resolved by their employer, they may then refer the allegation to the appropriate authority.

If the staff member decides to pursue the matter further, then:

- Allegations of criminal activity are to be referred to the police in accordance with the Procedure for Reporting Employee Misconduct in Non-Emergency Situations to the Police;
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities; and
- Allegations of a significant danger to the environment must be brought to the attention of the Deputy Minister, Ministry of Environment and Climate Change Strategy.

Employees may also report wrongdoing under the Public Interest Disclosure Act to their supervisor, Chief of Staff to the Premier, designated officer or the Ombudsperson. Employees can find information about

what types of wrongdoing may be reported under PIDA and the process for reporting in the HR Policy on Public Interest Disclosure, and the Managing Public Interest Disclosure Procedures for Political Staff.

Employees who are unsure about whether their concerns could be considered under PIDA can seek advice from their supervisor, designated officer or the Ombudsperson.

An employee reporting a wrongdoing under the Public Interest Disclosure Act to the Ombudsperson is not required to report the same wrongdoing to their employer unless the Ombudsperson does not investigate or does not refer their disclosure. Reporting a wrongdoing to the Ombudsperson does not affect an employee's obligations to cooperate in any investigation into the subject matter of the wrongdoing.

Legal Proceedings

Political staff must not sign affidavits relating to facts that have come to their knowledge in the course of their employment duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for government in that proceeding or unless it has been approved by a ministry solicitor in the Legal Services Branch, Ministry of Attorney General. Political staff are obliged to cooperate with lawyers defending the Crown's interest during legal proceedings.

A written opinion prepared on behalf of government by any legal counsel is privileged and is, therefore, not to be released without prior approval of the Legal Services Branch.

Working Relationships

Political staff involved in a personal relationship outside work that compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another. For example, staff who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one staff member has influence, input, or decision-making power over the other's performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or
- The working relationship affords an opportunity for collusion between the two staff members that would have a detrimental effect on the employer's interest.

The above restriction on working relationships may be waived provided that the Chief of Staff to the Premier is satisfied that sufficient safeguards are in place to ensure that the employer's interests are not compromised.

Human Resource Decisions

Political staff are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.

For example, staff are not to participate in staffing actions involving direct relatives or persons living in the same household.

Outside Remunerative and Volunteer Work

Political staff may hold jobs outside government, carry on a business, receive remuneration from public funds for activities outside their position, and engage in volunteer activities provided it does not:

- Interfere with the performance of their employment duties;
- Bring the government into disrepute;
- Represent a conflict of interest or create the reasonable perception of a conflict of interest;
- Appear to be an official act or to represent government opinion or policy;

- Involve the unauthorized use of work time or government premises, services, equipment, or supplies; or
- Gain an advantage that is derived from their employment with the Province of BC.

Political staff who are appointed as directors or officers of Crown corporations are not to receive any additional remuneration beyond the reimbursement of appropriate travel expenses except as approved by the Lieutenant Governor in Council.

Responsibilities

Chief of Staff to the Premier and Deputy Chief of Staff to the Premier

- Advise managers of political staff of the required standards of conduct and the consequences of non-compliance, including providing comprehensive orientation to new managers of political staff regarding the Standards of Conduct for Political Staff;
- Provide timely advice and direction to managers of political staff and political staff respecting the application of this policy statement, including guidance on an appropriate employer response to transgressions of this policy;
- Coordinate the development of awareness, training, and communication programs in support of this policy;
- Seek out advice as required on issues that are complex or cannot easily be resolved (e.g., advice from legal counsel, or the Head of the BC Public Service Agency);
- Where a political staff member has no other direct manager to whom they report, the Chief of Staff to the Premier or Deputy Chief of Staff to the Premier assumes the responsibilities assigned below to managers of political staff; and
- Establish procedures for providing advice and managing investigations of serious wrongdoing under the Public Interest Disclosure Act and reporting annually.

Managers of Political Staff

- Provide comprehensive orientation to new political staff regarding the Standards of Conduct for Political Staff;
- Advise political staff of the required standards of conduct and the consequences of non-compliance;
- Promote a work environment that is free of discrimination;
- Respond to reports of bullying, breaches of the Standards of Conduct for Political Staff, and wrongdoing, or refer them to the next level of manager not involved in the manner;
- Deal with breaches of this policy in a timely manner, taking the appropriate action based upon the facts and circumstances, and conferring with the Chief of Staff to the Premier as appropriate;
- Waive the provision on working relationships under the circumstances indicated;
- Delegate authority and responsibility, where applicable, to apply this policy within their organization; and
- Provide advice to and receive disclosures from political staff under the Public Interest Disclosure Act.

Political Staff

- Fulfill their assigned duties and responsibilities, regardless of the party or persons in power and regardless of their personal opinions;
- Disclose and resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Maintain appropriate workplace behaviour;
- Report incidents of bullying, breaches of the Standards of Conduct for Political Staff, and wrongdoing.
- Avoid engaging in discriminatory conduct or comment; and,

- Check with their manager or Chief of Staff to the Premier when they are uncertain about any aspect of this policy.

STANDARDS OF CONDUCT



Contents

Introduction	3
Loyalty	3
Confidentiality	3
Public Comments	4
Political Activity	4
Service to the Public	4
Workplace Behaviour	4
Conflicts of Interest	5
Allegations of Wrongdoing	6
Legal Proceedings	7
Working Relationships	8
Human Resource Decisions	8
Outside Remunerative and Volunteer Work	8
Responsibilities	9

This policy statement applies to all persons and organizations covered by the Public Service Act. The policy statement supports the core policy objective that “public service employees exhibit the highest standards of conduct.”

Employees will exhibit the highest standards of conduct. Their conduct must instill confidence and trust and not bring the BC Public Service into disrepute. The honesty and integrity of the BC Public Service demands the impartiality of employees in the conduct of their duties.

The requirement to comply with these standards of conduct is a condition of employment. Employees who fail to comply with these standards may be subject to disciplinary action up to and including dismissal.

Loyalty

Public service employees have a duty of loyalty to the government as their employer. They must act honestly and in good faith and place the interests of the employer ahead of their own private interests. The duty committed to in the Oath of Employment requires BC Public Service employees to serve the government of the day to the best of their ability.

Confidentiality

Confidential information, in any form, that employees receive through their employment must not be disclosed, released, or transmitted to anyone other than persons who are authorized to receive the information. Employees with care or control of personal or sensitive information, electronic media, or devices must handle and dispose of these appropriately. Employees who are in doubt as to whether certain information is confidential must ask the appropriate authority before disclosing, releasing, or transmitting it.

The proper handling and protection of confidential information is applicable both within and outside of government and continues to apply after the employment relationship ends.

Confidential information that employees receive through their employment must not be used by an employee for the purpose of furthering any private interest, or as a means of making personal gains. (See the Conflicts of Interest section of this policy statement for details.)

Public Comments

BC Public Service employees may comment on public issues but must not engage in any activity or speak publicly where this could be perceived as an official act or representation (unless authorized to do so).

Employees must not jeopardize the perception of impartiality in the performance of their duties through making public comments or entering into public debate regarding ministry policies. BC Public Service employees must not use their position in government to lend weight to the public expression of their personal opinions.

Political Activity

BC Public Service employees may participate in political activities including membership in a political party, supporting a candidate for elected office, or seeking elected office. Employees' political activities, however, must be clearly separated from activities related to their employment.

If engaging in political activities, employees must remain impartial and retain the perception of impartiality in relation to their duties and responsibilities. Employees must not engage in political activities during working hours or use government facilities, equipment, or resources in support of these activities.

Partisan politics are not to be introduced into the workplace; however, informal private discussions among co-workers are acceptable.

Service to the Public

BC Public Service employees must provide service to the public in a manner that is courteous, professional, equitable, efficient, and effective. Employees must be sensitive and responsive to the changing needs, expectations, and rights of a diverse public in the proper performance of their duties.

Workplace Behaviour

Employees are to treat each other with respect and dignity and must not engage in discriminatory conduct prohibited by the Human Rights Code. The prohibited grounds are race, colour, ancestry, place of origin, religion, family status, marital status, physical disability, mental disability, sex, sexual orientation, gender identity or expression, age, political belief or conviction of a criminal or summary offence unrelated to the individual's employment.

Further, the conduct of BC Public Service employees in the workplace must meet acceptable social standards and must contribute to a positive work environment. Bullying or any other inappropriate conduct compromising the integrity of the BC Public Service will not be tolerated.

All employees may expect and have the responsibility to contribute to a safe workplace. Violence in the workplace is unacceptable. Violence is any use of physical force on an individual that causes or could cause injury and includes an attempt or threatened use of force.

Employees must report any incident of violence. Any employee who becomes aware of a threat must report that threat if there is reasonable cause to believe that the threat poses a risk of injury. Any incident or threat of violence in the workplace must be addressed immediately.

Employees must report a safety hazard or unsafe condition or act in accordance with the provisions of the WorkSafeBC Occupational Health and Safety Regulations.

Employees must conduct themselves professionally, be fit for duty, and be free from impairment (for example: from alcohol or drugs).

Conflicts of Interest

A conflict of interest occurs when an employee's private affairs or financial interests are in conflict, or could result in a perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired; or
- the employee's actions or conduct could undermine or compromise:
 - the public's confidence in the employee's ability to discharge work responsibilities; or
 - the trust that the public places in the BC Public Service.

While the government recognizes the right of BC Public Service employees to be involved in activities as citizens of the community, conflict must not exist between employees' private interests and the discharge of their BC Public Service duties. Upon appointment to the BC Public Service, employees must arrange their private affairs in a manner that will prevent conflicts of interest, or the perception of conflicts of interest, from arising. Employees who find themselves in an actual, perceived, or potential conflict of interest must disclose the matter to their supervisor, manager, or ethics advisor. Examples of conflicts of interest include, but are not limited to, the following:

- An employee uses government property or equipment or the employee's position, office, or government affiliation to pursue personal interests or the interests of another organization;
- An employee is in a situation where the employee is under obligation to a person who might benefit from or seek to gain special consideration or favour;

- An employee, in the performance of official duties, gives preferential treatment to an individual, corporation, or organization, including a non-profit organization, in which the employee, or a relative or friend of the employee, has an interest, financial or otherwise;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, the use of information acquired solely by reason of the employee's employment;
- An employee benefits from, or is reasonably perceived by the public to have benefited from, a government transaction over which the employee can influence decisions (for example, investments, sales, purchases, borrowing, grants, contracts, regulatory or discretionary approvals, appointments);
- An employee accepts from an individual, corporation, or organization, directly or indirectly, a personal gift or benefit that arises out of employment in the BC Public Service, other than:
 - the exchange of hospitality between persons doing business together;
 - tokens exchanged as part of protocol;
 - the normal presentation of gifts to persons participating in public functions; or
 - the normal exchange of gifts between friends; or
- An employee accepts gifts, donations, or free services for work-related leisure activities other than in situations outlined above.

The following four criteria, when taken together, are intended to guide the judgment of employees who are considering the acceptance of a gift:

- The benefit is of nominal value;
- The exchange creates no obligation;
- Reciprocation is easy; and
- It occurs infrequently.

Employees will not solicit a gift, benefit, or service on behalf of themselves or other employees.

Conflict of Interest Guidelines

To assist employees, managers, ethics advisors and deputy ministers in managing conflict of interest issues, the BC Public Service has established guidelines, tools and other resources. Please see the MyHR section of the BC Government website for more information.

Allegations of Wrongdoing

Employees have a duty to report any situation relevant to the BC Public Service that they believe contravenes the law, misuses public funds or assets, or represents a danger to public health and safety or a significant danger to the environment. Employees can expect such matters to be treated in confidence, unless disclosure of information is authorized or required

by law (for example, the Freedom of Information and Protection of Privacy Act). Employees will not be subject to discipline or reprisal for bringing forward to a Deputy Minister, in good faith, allegations of wrongdoing in accordance with this policy statement.

Employees must report their allegations or concerns as follows:

- Members of the BCGEU must report in accordance with Article 32.13;
- PEA members must report in accordance with Article 36.12; or
- Other employees must report in writing to their Deputy Minister or other executive member of the ministry, who will acknowledge receipt of the submission and have the matter reviewed and responded to in writing within 30 days of receiving the employee's submission. Where an allegation involves a Deputy Minister, the employee must forward the allegation to the Deputy Minister to the Premier.

These reporting requirements are in addition to an employee's obligation to report to the Comptroller General as outlined in Section 33.2 of the Financial Administration Act. Where an employee believes that the matter requires a resolution and it has not been reasonably resolved by the ministry, the employee may then refer the allegation to the appropriate authority.

If the employee decides to pursue the matter further then:

- Allegations of criminal activity are to be referred to the police in accordance with the Procedure for Reporting Employee Misconduct in Non-Emergency Situations to the Police (please see the MyHR section of the BC Government website for more information);
- Allegations of a misuse of public funds are to be referred to the Auditor General;
- Allegations of a danger to public health must be brought to the attention of health authorities; and
- Allegations of a significant danger to the environment must be brought to the attention of the Deputy Minister, Ministry of Environment.

Employees may also report wrongdoing under the Public Interest Disclosure Act to their supervisor, ministry designated officer, Agency designated officer or the Ombudsperson. Employees can find information about what types of wrongdoing may be reported under the Act and the process for reporting in the HR Policy on Public Interest Disclosure and the Procedures for Managing Disclosures. Please see the MyHR section of the BC Government website for more information.

Employees who are unsure about whether their concerns could be considered under the Public Interest Disclosure Act can seek advice from a supervisor, a designated officer or the Ombudsperson.

An employee reporting a wrongdoing under the Public Interest Disclosure Act to the Ombudsperson is not required to report the same wrongdoing to their employer unless the

Ombudsperson does not investigate or does not refer their disclosure. Reporting a wrongdoing to the Ombudsperson does not affect an employee's obligations to co-operate in any investigation into the subject matter of the wrongdoing

Legal Proceedings

Employees must not sign affidavits relating to facts that have come to their knowledge in the course of their duties for use in court proceedings unless the affidavit has been prepared by a lawyer acting for government in that proceeding or unless it has been approved by a ministry solicitor in the Legal Services Branch, Ministry of Attorney General. In the case of affidavits required for use in arbitrations or other proceedings related to employee relations, the Labour Relations Branch of the BC Public Service Agency will obtain any necessary approvals. Employees are obliged to cooperate with lawyers defending the Crown's interest during legal proceedings.

A written opinion prepared on behalf of government by any legal counsel is privileged and is, therefore, not to be released without prior approval of the Legal Services branch.

Working Relationships

Employees involved in a personal relationship outside work which compromises objectivity, or the perception of objectivity, should avoid being placed in a direct reporting relationship to one another.

For example, employees who are direct relatives or who permanently reside together may not be employed in situations where:

- A reporting relationship exists where one employee has influence, input, or decision-making power over the other employee's performance evaluation, salary, premiums, special permissions, conditions of work, and similar matters; or
- The working relationship affords an opportunity for collusion between the two employees that would have a detrimental effect on the Employer's interest.

The above restriction on working relationships may be waived provided that the Deputy Minister is satisfied that sufficient safeguards are in place to ensure that the Employer's interests are not compromised.

Human Resource Decisions

Employees are to disqualify themselves as participants in human resource decisions when their objectivity would be compromised for any reason or a benefit or perceived benefit could accrue to them.

For example, employees are not to participate in staffing actions involving direct relatives or persons living in the same household.

Outside Remunerative and Volunteer Work

Employees may hold jobs outside government, carry on a business, receive remuneration from public funds for activities outside their position, or engage in volunteer activities provided it does not:

- interfere with the performance of their duties as a BC Public Service employee;
- bring the government into disrepute;
- represent a conflict of interest or create the reasonable perception of a conflict of interest;
- appear to be an official act or to represent government opinion or policy;
- involve the unauthorized use of work time or government premises, services, equipment, or supplies; or
- gain an advantage that is derived from their employment with the BC Public Service.

Employees who are appointed as directors or officers of Crown corporations are not to receive any additional remuneration beyond the reimbursement of appropriate travel expenses except as approved by the Lieutenant Governor in Council.

Responsibilities

Agency Head

- Provide timely advice to managers, ethics advisors and deputy ministers respecting the application of this policy statement including guidance on an appropriate employer response to transgressions of the policy statement;
- Coordinate the development of awareness, training, and communication programs in support of this policy statement; and,
- Establish procedures for managing investigations of serious wrongdoing under the Public Interest Disclosure Act and reporting annually.

Deputy Ministers

- Advise employees of the required standards of conduct and the consequences of non-compliance;
- Designate a senior staff member in their organization as ethics advisor for matters related to the standards of conduct;
- Promote a work environment that is free of discrimination;
- Deal with breaches of this policy statement in a timely manner, taking the appropriate action based upon the facts and circumstances;
- Seek out guidance and advice from the Agency Head on issues that are complex and/or cannot be easily resolved;
- Waive the provision on working relationships under the circumstances indicated; and
- Delegate authority and responsibility, where applicable, to apply this policy

- statement within their organization; and,
- Designate a ministry designated officer for the purposes of providing advice to employees and receiving disclosures from employees under the Public Interest Disclosure Act. The designated officer may be the ministry ethics advisor or another senior official.

Ethics Advisors

- Provide advice on standards of conduct issues to employees and managers in their organization, including in regards to assessing and addressing possible conflicts of interest;
- Seek out guidance and advice from the BC Public Service Agency on issues that are complex and/or cannot be easily resolved;
- Determine whether an issue requires consideration and/or decision by the deputy minister and provide briefings to the deputy as necessary;
- Document any advice provided and/or decisions made; and
- Participate as ministry representative in working with the Corporate Ethics Lead to ensure a consistent and coordinated approach to ethics management across the public service.

Ministry Designated Officers

- Receive disclosures and provide advice to employees under the Public Interest Disclosure Act.
- Transfer disclosures to the Agency Designated Officer in a timely manner.

Line Managers

- Provide comprehensive orientation to new employees related to the Standards of Conduct;
- Advise staff on standards of conduct issues, including in regards to assessing and addressing possible conflicts of interest;
- Respond to reports of bullying, breaches of the Standards of Conduct, and wrongdoing, or refer them to the next level of excluded manager not involved in the matter;
- Engage the ministry-designated ethics advisor and seek advice from the BC Public Service Agency as may be appropriate in the circumstances;
- Document any advice provided and/or decisions made;
- Contribute to a work environment that is free of discrimination;
- Provide advice to and receive disclosures from employees under the Public Interest Disclosure Act; and,
- Transfer disclosures to the Agency Designated Officer in a timely manner.

Employees

- Objectively and loyally fulfill their assigned duties and responsibilities, regardless of the party or persons in power and regardless of their personal opinions;

- Disclose and cooperate with the employer to resolve conflicts of interest or potential conflict of interest situations in which they find themselves;
- Maintain appropriate workplace behavior;
- Report incidents of bullying, breaches of the Standards of Conduct and wrongdoing.
- Avoid engaging in discriminatory conduct or comment; and
- Check with their supervisor or manager when they are uncertain about any aspect of this policy statement.

This document has been
checked for accessibility.



Conflict of Interest Disclosure

I, _____, withdrew from the
(Committee Member Name)

discussion of _____
(Topic / Description)

at _____ on _____ as I have a conflict
(Committee) *(Date)*

due to _____.
(General nature of the conflict, e.g. personal reasons)

(Signature of person making the disclosure)

Received by: _____ on _____
(Signature of Cabinet Committee Secretary) *(Date)*

Excerpt from the *Members' Conflict of Interest Act*

An excerpt from the *Members' Conflict of Interest Act* is noted below. **Section 10 (1)** outlines the responsibility of the committee member.

Procedure on conflict of interest¹

10 (1) A member who has reasonable grounds to believe that he or she has a conflict of interest in a matter that is before the Legislative Assembly or the Executive Council, or a committee of either of them, must, if present at a meeting considering the matter,

- (a) disclose the general nature of the conflict of interest, and
- (b) withdraw from the meeting without voting or participating in the consideration of the matter.

(2) If a member has complied with subsection (1), the Clerk of the Legislative Assembly or secretary of the meeting must record

- (a) the disclosure,
- (b) the general nature of the conflict of interest disclosed, and
- (c) the withdrawal of the member from the meeting.

(3) The Clerk of the Legislative Assembly or secretary of the meeting must file the information recorded under subsection (2) with the commissioner,

- (a) in the case of a meeting of the Legislative Assembly or a committee of the Legislative Assembly, as soon as practicable, and
- (b) in the case of a meeting of the Executive Council or a committee of the Executive Council, as soon as practicable after the Executive Council's decision on the matter which has been the subject of the disclosure is made public.

(4) The commissioner must keep all information filed under subsection (3) in a central record kept for that purpose and must

- (a) make the central record available for inspection by any person without charge during normal business hours, and
- (b) on request by any person provide a copy of the record or portion of it on payment of a reasonable copying charge.

¹ *Members' Conflict of Interest Act*, [RSBC 1996] CHAPTER 287,

http://www.qp.gov.bc.ca/statreg/stat/M/96287_01.htm

RECORDS MANAGEMENT RESPONSIBILITIES OF MINISTERS

Government information created and held by BC's Cabinet ministers and their staff is a valuable public asset. The appropriate creation and maintenance of government information supports openness and transparency, facilitates effective decision making, provides evidence of government policies, programs and decisions, and contributes to the historical record for future generations.

Information is considered "Government information" if it is created or received by ministers and their staff *as ministers of the Crown*. Government information comes in many forms and includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by any means whether graphic, electronic, mechanical or otherwise. Government information does not include MLA records or personal records.

"Transitory information" is information of temporary usefulness that is only needed for a limited period of time to complete a routine action, enter into a digital system, or prepare an official record. Transitory information does not have ongoing value for supporting or documenting the work of the Minister's Office, and therefore does not need to be maintained as part of the official records of the office. Note that it is the content and use of a record that determines its value, not its form (e.g. an email may be transitory or official.)

Next Steps

Like the rest of government, Ministers' Offices must adhere to legislative and policy requirements regarding information management, freedom of information, and privacy.

Shortly after taking office, Ministers and their staff should:

1. Familiarize themselves with the following:
 - a. [Appropriate Use Policy](#)
 - b. [Managing Government Information Policy \(MGIP\)](#)
 - c. [CRO Directive and Guidelines on Documenting Government Decisions](#) (also known as "Duty to Document"). A decision must be documented if it describes the evolution of government programs, protection of legal or financial rights or obligations and/or facilitates accountability
2. Develop procedures within their office for keeping government information separate from non-government information, including establishing the practice of using government accounts to conduct government business. More information can be found in Attachment A - [Government Records Service Guide to Managing Minister's Office Records](#).
3. Work closely with their Deputy Minister's Office to clarify what records will be held in the Minister's Office. While practices may vary somewhat among offices, the following are best practices: For most records received by or sent from a Minister's Office, the Office of Primary Responsibility (OPR) is the Deputy Minister's Office (i.e. most records are sent to the Deputy Minister's Office for retention, when no longer needed by the Minister's Office).

4. Develop practices around the regular deletion of transitory information. It is good practice for all offices to regularly dispose of transitory information when it is no longer useful, as this makes it easier to identify and manage the official records. Transitory information can and should be disposed of when it is no longer of value (e.g. deleted from an individual's email account). For further guidance see the Transitory Records Guide.

Summary

The Corporate Information and Records Management Office (CIRMO) is available to assist with Records Management and Freedom of Information questions. They offer dedicated, in-person training for Ministers and their staff and will be in touch in the early days of the administration to schedule a session. If you have questions in the meantime, please do not hesitate to reach out (contact information below).

Attachment(s): A – Government Records Service Guide to Managing Minister's Office Records

Contact: Kerry Pridmore, Assistant Deputy Minister
Corporate Information & Records Management, Ministry of Citizens' Services
778-698-1591



Managing Minister's Office Records

Overview

Government information created and held by British Columbia's cabinet ministers and their staff is a valuable public asset. The appropriate creation and maintenance of government information supports openness and transparency, facilitates effective decision making, provides evidence of government policies, programs and decisions, and contributes to the historical record for future generations.

Like the rest of government, ministers' offices are subject to statutory and policy requirements regarding information management, freedom of information, and privacy. They are also subject to the government-wide directive on appropriate use of information and information technology resources ("[Appropriate Use Policy](#)") and the Chief Records Officer Directive on [Documenting Government Decisions](#) (CRO 01-2019). Minister's Office employees must also adhere to their Oath and to the Standards of Conduct.

A minister's office typically has three categories of records:

- **Non-government Records** that relate to the private life and personal interests of the minister and staff.
- **Member of Legislative Assembly (MLA) Records**, which are the political and constituency records generated by ministers in their capacity as members of the Legislative Assembly.

Personal and MLA records should be managed separately from government records, in order to protect privacy and avoid having to separate them later on (it is unlikely that an incoming minister and staff would have access to the personal and MLA records of their predecessors).

- **Government information** that is created or received by ministers and their staff as ministers of the Crown. These include both official and transitory records and are subject to the [Information Management Act \(IMA\)](#) and the [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#).

Official Records

Given the level of responsibility of a minister's office, official records must be maintained in an appropriate recordkeeping system. This includes the master or file copies of records that document decisions, decision-making processes, and substantive activities of the office.

A government body should document a decision where a record would serve one or more of the following purposes:

- Informing the government body or others about the evolution of the government body's programs, policies or enactments;
- Protecting the legal or financial rights or obligations of the government body, the Crown, or any person, group of persons, government or organization that is directly and materially affected by the decision;
- Facilitating the government body's accountability for its decisions, including through internal or external evaluation, audit or review.

RECORDS MANAGEMENT GUIDE

For more information on how to identify decisions that should be documented, see the Chief Records Officer [Guidelines on Documenting Government Decisions](#). Minister's office records now are increasingly digital (e.g. electronic messages and documents) and are maintained in many locations by multiple responsible bodies. Records are typically received from many offices, acted upon by the minister's office, and then routed to other offices for action and/or retention.

While practices may vary somewhat among offices, the following are best practices: **For most records received by or sent from a minister's office, the Office of Primary Responsibility (OPR) is the deputy minister's office** (i.e. with such exceptions as listed below, most records are sent to the deputy minister's office for retention, when no longer needed by the minister's office).

The deputy minister's office is able to provide continuity and appropriate public service administration of the records of successive ministers. In some cases, certain minister's office records are best maintained along with other related records within the appropriate functional area.

- **Cabinet records go to Cabinet Operations.**
- **Expense records go to the Ministry of Finance.**
- **Other types of records** (e.g. approved decision notes) may go to the **relevant ministry program area OPR** for the subject matter.

Recordkeeping Requirements for Official Records

Since ministers' office records are maintained by a variety of responsibility centres, it is important to maintain documentation of where specific types of records are routed. Best practice is to maintain this documentation within the deputy minister's office.

Appendix A provides an overview of the basic routing and documentation requirements, which are:

- **Identify the offices responsible for maintaining official records received from the minister's office.** See the records' location and types list at the end of Appendix A for an example of an easy way to track designated responsibility centres for various types of records.
- **Ensure that offices identified as responsibility centres are aware of their role.** Offices receiving the master "file copies" of minister's office records need to be aware that they are responsible for maintaining the records for the required length of time, in a secure, accessible manner. (Under current information schedules, official records of minister's offices must be retained at least 10 years). See the [Recordkeeping Systems](#) guide for more information on appropriate recordkeeping systems and practices.
- **Keep Government Records separate from the records related to their personal affairs, caucus or political party work, constituency business, or Legislative Assembly business.** This will avoid potential confusion should an FOI request be made for the government information
- **When a freedom of information (FOI) request or litigation search occurs, use the above documentation to provide relevant information about where the requested records are held.**

Transitory Information

Transitory information is information of temporary usefulness that is only needed a limited period of time to complete a routine action, enter into a digital system, or prepare an official record. This information does not have ongoing value for supporting or documenting the work of the minister's office, and therefore does not need to be maintained as part of the official records of the office.

Note that it is the content and use of a record that determines its value, not its form (e.g. an email may be transitory or official.)

It is good practice for all offices to regularly dispose of transitory information when it is no longer useful. This makes it easier to identify and manage the official records. Transitory information can and should be disposed of when it is no longer of value (e.g. deleted from an individual's email account).

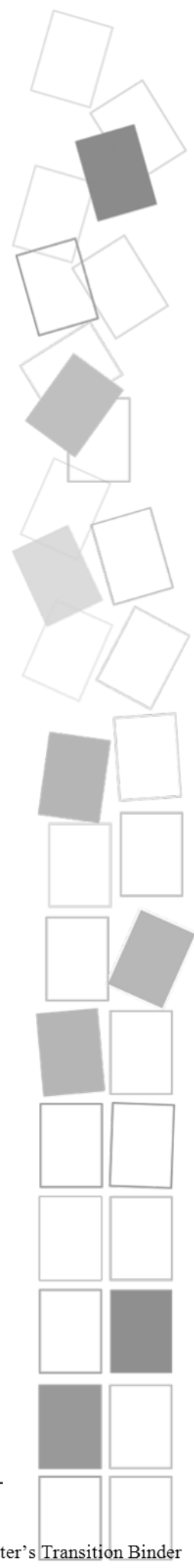
For further guidance see the [Transitory Records Guide](#). See **Appendix B** below for scenarios regarding transitory information and official records of minister's offices.

Freedom of Information and Protection of Privacy

Government records within a minister's office are subject to *the Freedom of Information and Protection of Privacy Act (FOIPPA)* and must be searched in response to an FOI request. Designated FOI contacts for ministers' offices are located within the deputy ministers' office. Ministers' offices are also subject to government-wide privacy policies.

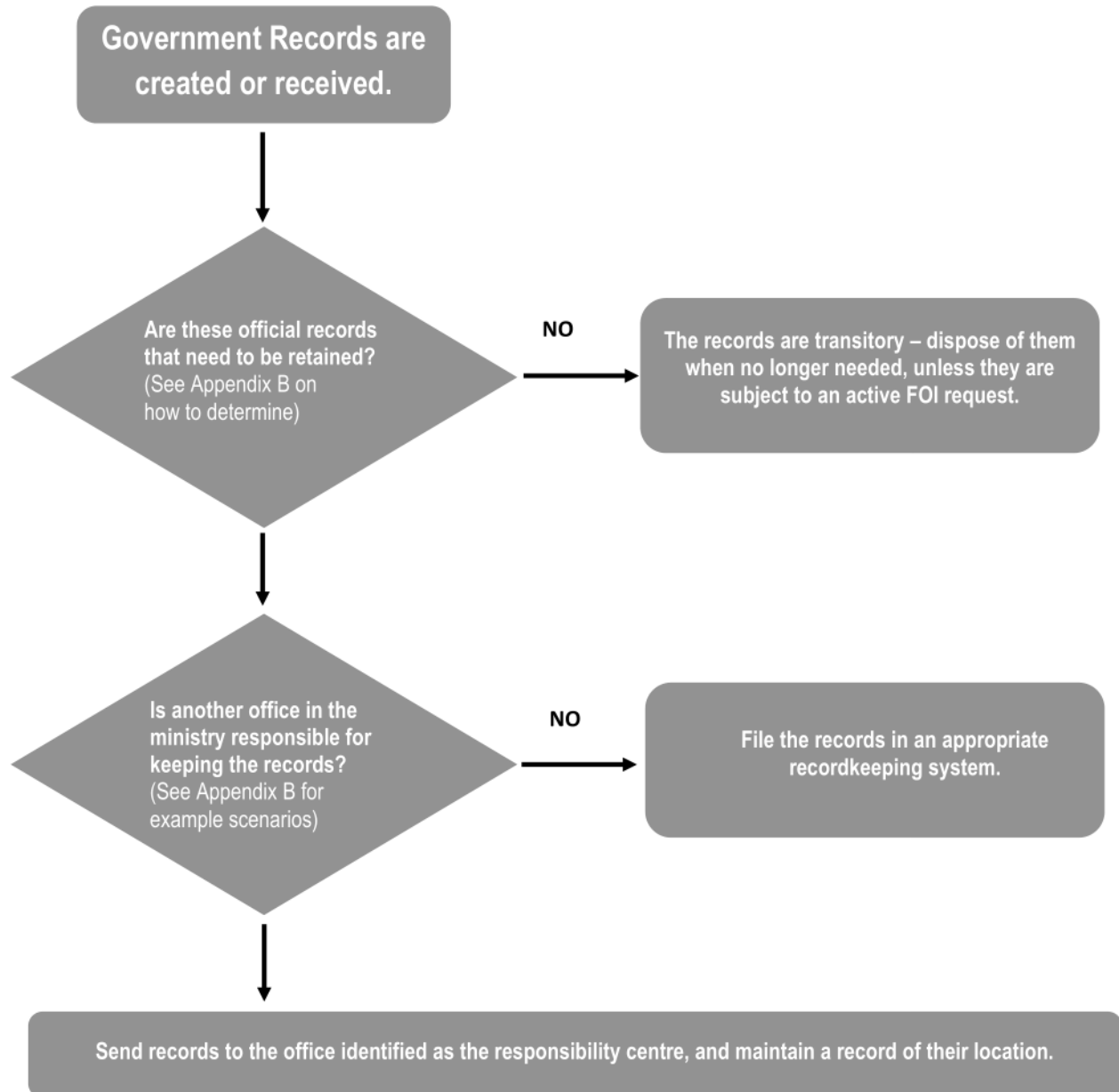
If the minister's office receives a freedom of information or litigation search request, ALL relevant records must be provided, including transitory information. Transitory information that is subject to such requests must be retained pending completion of the applicable FOI response process and review period or the applicable litigation activities (contact Information Access Operations and Legal Services Branch, respectively, for guidance on particular cases).

Where a single record (e.g. an email thread) contains information related to an MLA's personal affairs, caucus or political party work, constituency business, or Legislative Assembly business, and that information is inseparable from and integrated into a government record (e.g. in a single email thread or on the same page of a notebook), the entire record is subject to FOIPPA and must be treated as responsive to an FOI request.



APPENDIX A

Ministers' Office Records Processes



RECORDS MANAGEMENT GUIDE

APPENDIX B

Scenarios Regarding Transitory Information and Official Records

The following scenarios illustrate the variety of functions performed by a minister's office (MO) and the types of records it receives and creates. These scenarios assume that many of the official records for a minister's office will typically be filed and saved by the deputy minister's office (DMO) or other appropriate responsibility centre. Under this practice, residual copies remaining in the minister's office are transitory and may be disposed of when no longer needed.

Scenario 1 – Speeches and Presentations

The minister has been asked to speak about a new ministry initiative at a conference at UNBC. The MO works with the ministry program area on the speech/presentation.

Function/Process	Records are
Event planning correspondence (email strings around choices of hotel, flights, government vehicle use)	<u>Transitory</u> <ul style="list-style-type: none">• Dispose of when no longer useful.
Official invitations and itinerary (e.g. purpose for minister's attendance, background on the event, venue, dates)	<u>Official records</u> <ul style="list-style-type: none">• Retain records in MO or DMO.• Any attachments need to be removed from calendar entry and filed separately.
Minister's speech or presentation (e.g. text, audio-video)	<u>Official Records</u> <ul style="list-style-type: none">• Government Communications and Public Engagement (GCPE) retains the official record of the minister's speech or presentation.• Official copies of presentation material may be retained by the originating program area if they are of continuing value to that program. <u>Transitory</u> <ul style="list-style-type: none">• Residual copies may be retained by the MO or DMO for reference purposes until no longer useful.

RECORDS MANAGEMENT GUIDE

Scenario 2 – Travel Planning and Expenses

The minister is travelling to Ottawa to attend an annual meeting of Federal/Provincial/Territorial ministers.

Function/Process	Records are
Travel planning correspondence (Email strings relating to choice of flights, airport transports, car rentals, hotels etc.)	<u>Transitory</u> <ul style="list-style-type: none"> Dispose of when no longer useful.
Travel and meeting itineraries (e.g. purpose of trip, planned meetings, dates, venues, attendees)	<u>Official records</u> <ul style="list-style-type: none"> Retain records in either MO or DMO. If the official records are retained in the DMO, then residual MO copies are transitory.
Invitation logged in Outlook calendar	<u>Official records</u> <ul style="list-style-type: none"> MO will save a pdf of the calendar each month. These records will be retained in MO or DMO.
Meeting-related records prepared by ministry (e.g. briefing notes, handouts, slides)	<u>Transitory</u> (residual MO copies) <ul style="list-style-type: none"> Official records are retained in DMO and/or other appropriate responsibility centre. MO copies should be disposed of when no longer needed.
Meeting related records received before or at meeting (agenda, minutes, notes, content provided by other attendees)	<u>Official records</u> <ul style="list-style-type: none"> Retain records in either MO or DMO. If the official records are retained in the DMO, then residual MO copies are transitory.
Travel expenses for Minister and accompanying staff (e.g. transportation and accommodation costs, per diem, receipts)	<u>Official records</u> <ul style="list-style-type: none"> Travel vouchers and receipts are sent to Ministry of Finance. Residual MO copies are transitory.
Presentations or speeches by Minister	<ul style="list-style-type: none"> See Speeches and Presentations scenario.

RECORDS MANAGEMENT GUIDE

Scenario 3 – House briefing materials

Ministry program areas have been asked to provide the Minister with material for the budget estimates debate in the House.

Function/Process	Records are
Briefing materials and questions (e.g. hardcopy binders, documents attached in CLIFF)	<u>Transitory</u> (residual MO copies) <ul style="list-style-type: none">• Official records are retained in the DMO or other relevant responsibility centre.• Copies in MO should be disposed of when no longer useful.
Correspondence relating to direction on preparation of budget estimates	<u>Transitory</u> (residual MO copies) <ul style="list-style-type: none">• Official records are retained in the DMO.

Scenario 4 – Non-Cabinet Committees/Meetings

The minister is attending a meeting with key stakeholders about progress to date on a ministry-sponsored project.

Function/Process	Records are
Meeting invitation in Outlook Calendar	<u>Official records</u> <ul style="list-style-type: none">• The MO will save a PDF calendar each month for filing.• These records will be retained in the MO or DMO.
Meeting preparation (includes background/briefing materials and reports developed by the ministry, content prepared for meeting stakeholders)	<u>Transitory</u> (residual MO copies) <ul style="list-style-type: none">• Official records are retained in the DMO or other appropriate responsibility centre.• Minister's office copies should be disposed of when no longer useful.
Meeting records (includes agenda, records received from stakeholders, agenda, minutes, notes)	<u>Official records</u> <ul style="list-style-type: none">• These records will be retained in the MO or DMO. If the official records are retained in the DMO, then residual MO copies are transitory.

RECORDS MANAGEMENT GUIDE

Scenario 5 – Unfiled Minister's Office E-Mail

Due to volume, MO personnel have accumulated e-mail that has not been disposed of over time as clearly transitory or filed in other systems (e.g. EDRMS Content Manager).

Function/Process	Records are
Accumulation of email messages in Outlook folders	<p><u>Official records</u></p> <ul style="list-style-type: none">• MO retains these records until they have been either filed in another office system or transferred to the DMO (e.g. when the minister transfers to another portfolio).• MO personnel should continue to dispose of transitory messages (per the Transitory Records Guide) consistent with policy direction, except those identified in FOI and litigation searches, and to remove or dispose of any MLA or personal messages.• DMO will ultimately assume responsibility for these e-mail accumulations.

Additional Information

Contact your [Records Team](#) or check out the [Records Management website](#).



OFFICE OF THE
INFORMATION & PRIVACY
COMMISSIONER
for British Columbia

Protecting privacy. Promoting transparency.

USE OF PERSONAL EMAIL ACCOUNTS FOR PUBLIC BUSINESS

Copyright

Page 310 of 356 to/à Page 311 of 356

Withheld pursuant to/removed as

Copyright

Copyright

Office of the Information and Privacy Commissioner for BC

Tel: (250) 387-5629 (in Vancouver call (604) 660-2421)

Elsewhere in BC call 1-800-663-7867

Email: info@oipc.bc.ca



Are you a
lobbyist
in BC?

Copyright



Copyright

2. MINISTERS' SALARIES, BENEFITS & EXPENSES

Pursuant to the *Members' Remuneration and Pensions Act*, each Member of the Legislative Assembly (MLA) receives basic compensation, with an additional salary if they hold a ministerial or parliamentary position. Information on Members' compensation is reported publicly on the Legislative Assembly website and annually in the provincial Public Accounts.

Members who hold ministerial or parliamentary office receive an additional salary that corresponds to a percentage of their basic compensation. If a Member holds two or more positions for which an additional salary is granted, the Member will receive only the higher amount.

The following table outlines the amount paid with respect to service in any of the listed positions. The amount is paid in addition to the basic compensation on the bi-weekly payroll and is fully taxable.

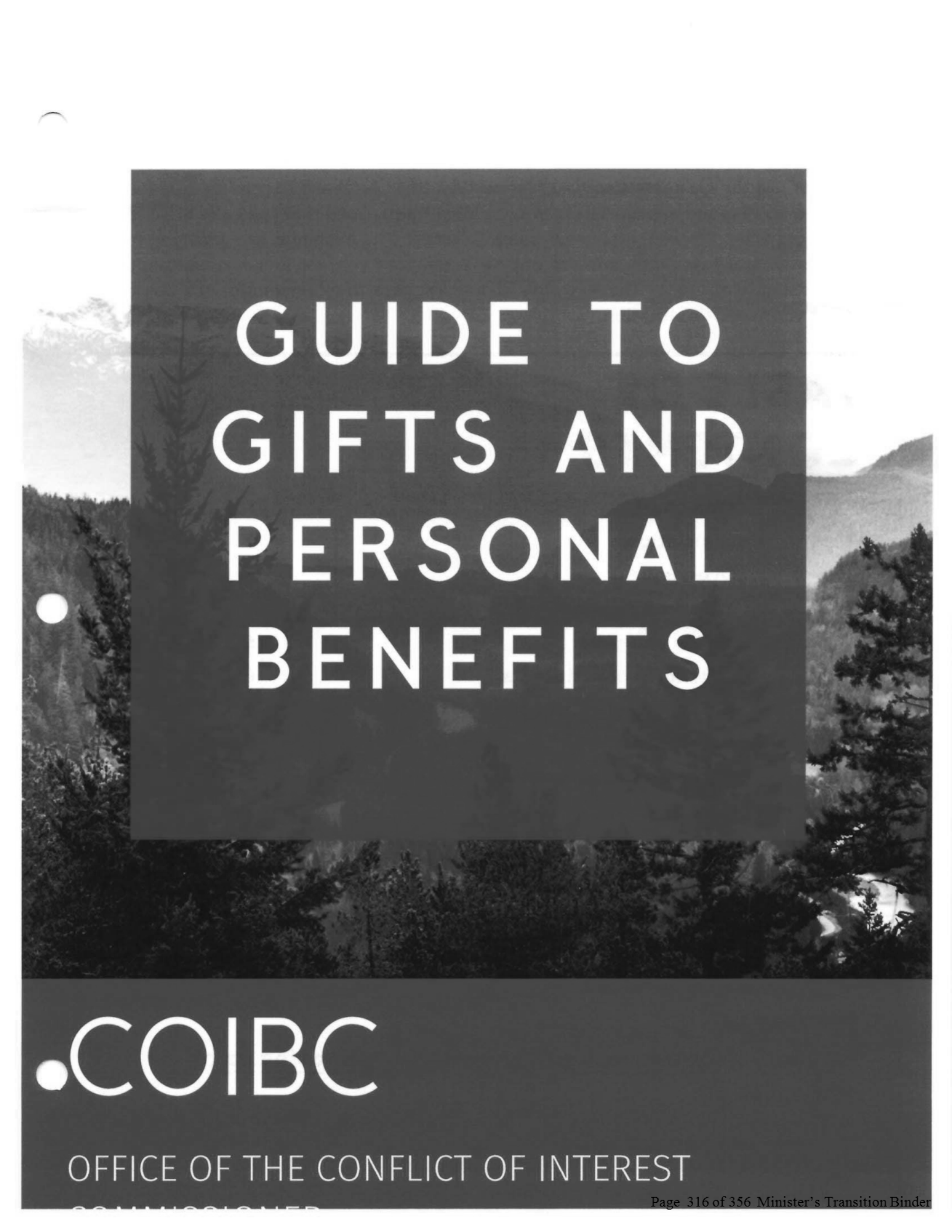
Please note that only salaries related to Ministers or parliamentary positions are listed in this Appendix. For MLA-specific information, including pension and other benefits, constituency travel, etc. please see the Legislative Assembly of BC Members' Guide to Policy and Resources at:

<https://members.leg.bc.ca/home/remuneration-benefits/>.

Further information about Ministers' travel/vehicle expenses policies can be found on the website for Ministers' Office Support Services in the Ministry of Finance: <http://gww.fin.gov.bc.ca/gws/camss/moss>.

Position	% of Basic Compensation	Additional Salary (annual)	(bi-weekly)
	100 %	\$111,024.19	\$ 4,258.46
Premier	90 %	\$ 99,921.77	\$ 3,832.62
Minister	50 %	\$ 55,512.10	\$ 2,129.23
Minister of State	35 %	\$ 38,858.47	\$ 1,490.46
Speaker	50 %	\$ 55,512.10	\$ 2,129.23
Deputy Speaker	35 %	\$ 38,858.47	\$ 1,490.46
Assistant Deputy Speaker	35 %	\$ 38,858.47	\$ 1,490.46
Government Whip	20 %	\$ 22,204.84	\$ 851.69
Deputy Government Whip	15 %	\$ 16,653.63	\$ 638.77

Government Caucus Chair	20 %	\$ 22,204.84	\$ 851.69
Deputy Chair, Committee of the Whole	20 %	\$ 22,204.84	\$ 851.69
Parliamentary Secretary	15 %	\$ 16,653.63	\$ 638.77
Leader of the Official Opposition	50 %	\$ 55,512.10	\$ 2,129.23
Official Opposition House Leader	20 %	\$ 22,204.84	\$ 851.69
Official Opposition Whip	20 %	\$ 22,204.84	\$ 851.69
Official Opposition Deputy Whip	15 %	\$ 16,653.63	\$ 638.77
Official Opposition Caucus Chair	20 %	\$ 22,204.84	\$ 851.69
Leader of the Third Party	25 %	\$ 27,756.05	\$ 1,064.62
Third Party House Leader	10 %	\$ 11,102.42	\$ 425.85
Third Party Whip	10 %	\$ 11,102.42	\$ 425.85
Third Party Caucus Chair	10 %	\$ 11,102.42	\$ 425.85
Chair, Select Standing or Special Committee	15 %	\$ 16,653.63	\$ 638.77
Deputy Chair, Select Standing or Special Committee	10 %	\$ 11,102.42	\$ 425.85



GUIDE TO GIFTS AND PERSONAL BENEFITS

•COIBC

OFFICE OF THE CONFLICT OF INTEREST

Page 317 of 356 to/à Page 330 of 356

Withheld pursuant to/removed as

Copyright



COIBC

OFFICE OF THE CONFLICT OF INTEREST
COMMISSIONER

E. Statutory Officers of the Legislature

STATUTORY OFFICERS OF THE LEGISLATURE

Table of Contents

OVERVIEW OF CURRENT STATUTORY OFFICERS2

STATUTORY OFFICERS OF THE LEGISLATURE.....3

AUDITOR GENERAL5

CHIEF ELECTORAL OFFICER7

HUMAN RIGHTS COMMISSIONER.....9

INFORMATION AND PRIVACY COMMISSIONER AND REGISTRAR OF LOBBYISTS..... 11

MEMBERS' CONFLICT OF INTEREST COMMISSIONER 13

MERIT COMMISSIONER..... 135

OMBUDSPERSON 16

POLICE COMPLAINT COMMISSIONER..... 18

REPRESENTATIVE FOR CHILDREN AND YOUTH 20

Overview of Current Statutory Officers

Position	Incumbent	Appointment and Term	Authority
Auditor General	Michael Pickup	Appointed: Resolution of Legislative Assembly Term: 8 years Start: July 27, 2020 End: July 26, 2028	<i>Auditor General Act</i> Ministry of Finance
Chief Electoral Officer	Anton Boegman	Appointed: Lieutenant Governor (Certificate) on recommendation of Legislative Assembly Term: Two elections plus 12 months Start: June 1, 2018 End: TBD	<i>Election Act</i> Ministry of Attorney General
Human Rights Commissioner	Kasari Govender	Appointed: Legislative Assembly Term: 5 years Start: September 2, 2019 End: September 3, 2024 (may be reappointed for one further term)	<i>Members' Conflict of Interest Act</i> Ministry of Attorney General
Information and Privacy Commissioner and Registrar for Lobbyists	Michael McEvoy	Appointed: Lieutenant Governor (Certificate) Term: 6 years Acting appointment: Lieutenant Governor in Council Start: April 1, 2018 End: March 30, 2024	<i>Freedom of Information and Protection of Privacy Act</i> Ministry of Citizens' Services <i>Lobbyists Registration Act</i> Ministry of Attorney General
Members' Conflict of Interest Commissioner	Victoria Gray, Q.C.	Appointed: Lieutenant Governor in Council Term: 5 years Start: January 6, 2020 End: January 5, 2025 (may be reappointed for further term or terms)	<i>Members' Conflict of Interest Act</i> Ministry of Attorney General
Merit Commissioner	Fiona Spencer	Appointed: Lieutenant Governor in Council Term: 3 years Start: April 5, 2016 End: April 5, 2019	<i>Public Service Act</i> Ministry of Finance
Ombudsperson	James (Jay) Michael Chalke, Q.C.	Appointed: Lieutenant Governor (Certificate) Term: 6 years Start: July 1, 2015 End: July 1, 2021	<i>Ombudsperson Act</i> Ministry of Attorney General
Police Complaint Commissioner	Clayton Pecknold	Appointed: Resolution of Legislative Assembly Term: 5 years Start: March 1, 2015 End: March 1, 2019	<i>Police Act</i> Ministry of Attorney General

Position	Incumbent	Appointment and Term	Authority
Representative for Children and Youth	Jennifer Charlesworth	Appointed: Resolution of Legislative Assembly Term: 5 years Start: October 1, 2018 End: September 30, 2023	<i>Representative for Children and Youth Act</i> Ministry of Attorney General

Statutory Officers of the Legislature

Statutory officers help the Members of the Legislative Assembly monitor and assess government programs, procedures and performance, or perform specific functions at arms-length from government. Statutory officers serve for fixed terms that vary according to the statute governing each position. The following section briefly summarizes the role of each statutory officer. There are nine Statutory Officers of the Legislative Assembly. They are:

- Auditor General;
- Chief Electoral Officer;
- Human Rights Commissioner;
- Information and Privacy Commissioner;
- Members' Conflict of Interest Commissioner;
- Merit Commissioner;
- Ombudsperson;
- Police Complaint Commissioner; and
- Representative for Children and Youth.

How the Officers are appointed

Of the nine positions, the four following Officers are appointed by resolution of the Legislative Assembly upon unanimous recommendation by a Special Committee of the Legislative Assembly:

- Auditor General;
- Human Rights Commissioner;
- Police Complaint Commissioner; and
- Representative of Children and Youth.

Of the remaining five Officer positions, three are appointed by the Lieutenant Governor upon unanimous recommendation of a Special Committee and recommendation by the Legislative Assembly:

- Chief Electoral Officer;

- Information and Privacy Commissioner; and
- Ombudsperson.

The last two Officer positions are appointed by the Lieutenant Governor in Council:

- Members' Conflict of Interest Commissioner (motion of the Premier in the Legislative Assembly and recommendation of 2/3 Members present); and
- Merit Commissioner (unanimous recommendation of a Special Committee and recommendation by the Legislative Assembly).

Office Budgets

Unlike government ministries, the independent statutory officers submit three-year rolling budget proposals each year to the Select Standing Committee on Finance and Government Services, which in turn reports to the Legislative Assembly with recommendations for funding.

Detailed information on each Officer follows.

Auditor General

Michael Pickup

Authority

Auditor General Act, Ministry of Finance

Profile

The Auditor General is the Legislative Assembly of British Columbia's independent auditor. Under the *Auditor General Act*, the Office of the Auditor General serves the people of British Columbia and their elected representatives by conducting independent audits and advising on how well government is managing its responsibilities and resources.

Term

Eight years. May not be reappointed.

Term Expiry

July 27, 2028.

Budget and Staff

For 2019/20, the Office's budget was \$18.2 million. There are 117 FTEs.

Remuneration, Pension and Expenses

The salary of the Auditor General is equal to the Chief Judge of the Provincial Court of British Columbia and the legislation provides for reimbursement for travelling and out of pocket expenses. The legislation also provides that the Public Sector Pension Plan applies to the Auditor General.

Mandate

Under the *Auditor General Act*, the auditor general has a mandate to audit the government reporting entity, which includes ministries, Crown corporations and other organizations controlled by, or accountable to, the provincial government. This includes school districts, universities, colleges, health societies and health authorities.

Financial audits are independent opinions on the financial statements of government organizations. Through these audits, the Auditor General can determine if those statements are presented fairly and free of material errors, misstatements and omissions. The largest financial audit is of the Summary Financial Statements of the Government of British Columbia, which encompasses 143 public sector entities and ministries.

Performance audits provide assurance to legislators that provincial programs, services and resources are operating with efficiency, economy and effectiveness. Through these audits, the office also makes recommendations for improvement. Topics include health care, education, transportation, information technology, the environment, financial management, and more. The performance audit team is dedicated to delivering the performance audit coverage plan. Similarly, auditors choose performance audits by considering the direct impact of programs on people in British Columbia, as well as the financial implications for taxpayers.

As well, the office may publicly report on work that is not an audit, such as a review or an examination.

Chief Electoral Officer

Anton Boegman

Authority

Election Act, Ministry of Attorney General

Local Elections Campaign and Financing Act, Ministry of Municipal Affairs and Housing

Profile

The Chief Electoral Officer (CEO) is responsible for the impartial administration of provincial electoral events and referendums, recalls and initiatives in accordance with the *Election Act*. The CEO is also responsible for the maintenance of the provincial voters list and voter education. The CEO ensures the fairness, openness and impartiality of the electoral process and cannot be a member of a political party, cannot give money to a political party or candidate and cannot vote in a provincial election.

Under the *Local Elections Campaign and Financing Act*, Elections BC administers campaign financing, disclosure and election advertising rules for local government elections. Elections BC does not administer voting or candidate nominations for these elections.

Term

The term is from the date of appointment until 12 months after the date set for the return of the last writ for the second general election for which the Chief Electoral Officer (CEO) is responsible. Mr. Boegman was appointed June 1, 2018 and the October 2020 election is Mr. Boegman's first. If the next provincial election is a scheduled election under the *Constitution Act* (i.e. October 2024), term expiry will be November 2025. The CEO may be reappointed to further terms of office.

Term Expiry

Unknown – see "Term".

Budget and Staff

For 2019/20, the budget for Elections BC was \$18.2 million. Uniquely among the officers, Elections BC's budget is highly event-driven and may fluctuate dramatically from year to year. For 2020/21 the budget will be significantly increased due to the conduct of the October 2020 general election – the 2017 general election cost \$39.45 million to administer. There are approximately 55 permanent employees.

Remuneration, Pension and Expenses

The salary of the CEO is equal to the Chief Judge of the Provincial Court of British Columbia and the legislation provides for reimbursement for travelling and out of pocket expenses. The legislation also provides that the Public Section Pension Plan applies to the CEO.

Mandate

Elections BC administers provincial general elections, by-elections, recall petitions, initiative petitions, initiative votes, referenda and plebiscites, and oversee campaign financing and advertising rules at the local level.

Elections BC is an independent and non-partisan Office of the Legislature, and its mandate comes from several Acts, including the *Election Act*, *Recall and Initiative Act*, *Referendum Act* and *Local Elections Campaign Financing Act*. Together, these Acts define the office's responsibilities and set out the duties of the Chief Electoral Officer.

Elections BC administers the most comprehensive range of electoral legislation in Canada, with the *Recall and Initiative Act* being unique in the Commonwealth.

Elections BC is responsible for maintaining the Provincial Voters List and regulating access to it.

The CEO is a member of the independent Electoral Boundaries Commission, and Elections BC has responsibility for maintaining a geospatial database of BC's electoral boundaries.

Human Rights Commissioner

Kasari Govender

Authority

Human Rights Code, Ministry of Attorney General

Profile

The Human Rights Commissioner and her office work to address the root causes of inequality, discrimination and injustice in B.C. by shifting laws, policies, practices and cultures through education, research, advocacy, inquiry and monitoring. The office was created in legislation in 2018.

Term

Five years.

Term Expiry

September 3, 2024.

Budget and Staff

For 2019/20 the budget for the Office of the Human Rights Commissioner was \$2 million, increasing to \$5.5 million in the current fiscal year as the office assumes its full responsibilities.

Remuneration, Pension and Expenses

The compensation of the Commissioner is set by the Lieutenant Governor in Council and the legislation provides for reimbursement for travelling and out of pocket expenses. The legislation also provides that the Public Sector Pension Plan applies to the Commissioner.

Mandate

- Identify and promote the elimination of discriminatory practices, policies and programs;
- Develop, deliver and support research and education about human rights;
- Create policies, guidelines and recommendations to prevent discrimination and ensure policies, programs and legislation are consistent with the BC Human Rights Code;
- Promote compliance with international human rights obligations;
- Approve special programs to improve conditions of disadvantaged individuals or groups;

- Intervene or represent complainants in human rights proceedings before the BC Human Rights Tribunal and other courts and tribunals;
- Conduct human rights investigations and inquiries and issue reports and recommendations;
- Make special reports to the Legislature about human rights in B.C.;
- Inquire into matters referred to BC's Human Rights Commissioner by the Legislative Assembly.

Information and Privacy Commissioner and Registrar of Lobbyists

Michael McEvoy

Authority

Freedom of Information and Protection of Privacy Act, Ministry of Citizens' Services

Lobbyists Registration Act, Ministry of Attorney General

Profile

This position is unique amongst the BC statutory officers in that it encompasses two sets of responsibilities. Under the *Freedom of Information and Protection of Privacy Act* ("FOIPPA") and the *Personal Information Protection Act* ("PIPA"), the Office of the Information and Privacy Commissioner is to review public bodies' decisions respecting access to information and protection of privacy, and to comment on information and privacy implications of government legislation and program.

Under the *Lobbyists Registration Act* ("LRA"), the Office of the Registrar of Lobbyists manages the publicly-accessible lobbyists registry and enforces compliance with the LRA.

Term

Six years.

Term Expiry

March 30, 2024.

Budget and Staff

For 2019/20, the Office of the Information and Privacy Commissioner's budget was \$6.7 million. There are approximately 40 employees.

Remuneration, Pension and Expenses

The salary of the Commissioner is equal to the Chief Judge of the Provincial Court of British Columbia and the legislation provides for reimbursement for travelling and out of pocket expenses. The legislation also provides that the Lieutenant Governor in Council may apply the Public Sector Pension Plan to the Commissioner.

Mandate

Under FOIPPA, the Commissioner has the power to:

- investigate, mediate and resolve appeals concerning access to information disputes, including issuing binding orders;
- investigate and resolve privacy complaints;
- initiate Commissioner-led investigations and audits of public bodies or organizations, if there are reasonable grounds of non-compliance or if it is in the public interest;
- comment on the access and privacy implications of proposed legislation, programs or policies;
- comment on the privacy implications of new technologies and/or data matching schemes;
- conduct research into anything affecting access and privacy rights; and
- educate and inform the public about their access and privacy rights and the relevant laws.

The Commissioner's jurisdiction extends to approximately 2,900 public bodies, including the core provincial government, provincial agencies, boards and commissions, and local governments. A full list of public bodies is set out in Schedule 2 of FOIPPA.

Under the Lobbyists Registration Act ("LRA"), the mandate of the Office of the Registrar of Lobbyists is to:

- Promote awareness among lobbyists of registration requirements;
- Promote awareness among the public of the existence of the lobbyists registry;
- Manage registrations submitted to the lobbyists registry; and
- Monitor and enforce compliance with the LRA.

Members' Conflict of Interest Commissioner

Victoria Gray, QC

Authority

Members' Conflict of Interest Act, Ministry of Attorney General

Profile

The Commissioner has three primary roles:

- to provide confidential advice to Members about their obligations under the Act;
- to oversee the disclosure process, including meeting with each Member at least annually to review the disclosure of the Member's financial interests;
- to respond to allegation that a Member has contravened the Act, and conduct an Inquiry if warranted.

Term

The Commissioner is appointed for a five-year term and may be reappointed for a further term or terms.

Term Expiry

January 5, 2025.

Budget and Staff

For 2019/20, the budget for the Office of the Conflict of Interest Commissioner was \$718,000. The office has five staff, three of whom are part-time.

Remuneration, Pension and Expenses

The salary of the Commissioner is specified in the appointment by the Lieutenant Governor in Council and is set at \$226,800 for 2020, with an annual cost of living adjustment of 2% per year. This initial salary is equal to 75% of the salary of the Chief Judge of the Provincial Court. The legislation does not provide for reimbursement for travelling and out of pocket expenses, nor does it provide for application of the Public Sector Pension Plan to the Commissioner. However, the Order in Council provides that all of the benefits received by the Auditor General may be received by the Conflict of Interest Commissioner and the Auditor General receives reimbursement for travelling, out of pocket expenses and that the Public Sector Pension Plan applies.

Mandate

The Commissioner performs three separate but related roles:

First, the Commissioner acts as an advisor to Members of the Legislative Assembly so the Members know what their obligations are and that the steps they have taken or propose to take will fulfill those obligations.

Second, the Commissioner meets with each Member at least annually to review the disclosure of the Member's interests and general obligations imposed by the Act.

Third, the Commissioner will undertake investigations and make inquiries into alleged contraventions of the *Members' Conflict of Interest Act* or section 25 of the *Constitution Act*. The Commissioner may provide written opinions on application by any individual Member, the Executive Council, the Legislative Assembly, or by a member of the public and may at the request of the Lieutenant Governor in Council, or of the Legislative Assembly undertake such special assignments as the Commissioner considers appropriate.

Merit Commissioner

Maureen Baird, QC

Authority

Public Service Act, Ministry of Finance

Profile

The Merit Commissioner provides oversight and insight into the conduct of merit-based hiring in the BC Public Service.

Term

The Commissioner is appointed for three years and may be reappointed for a further three years.

Term Expiry

January 13, 2023.

Budget and Staff

For 2019/20 the Office of the Merit Commissioner's budget was \$1.365 million. There are 4 full-time and two part-time employees.

Remuneration, Pension and Expenses

The salary of the Commissioner is specified in the appointment by the Lieutenant Governor in Council and is set at \$610 for each full day of work up to a maximum of \$79,910 in a calendar year. The legislation provides for reimbursement for travelling and out of pocket expenses. The legislation does not mention a pension plan.

Mandate

The Commissioner has responsibility for oversight which includes examining the extent to which the merit principle is being applied to public service hiring and promotions, whether there is compliance with the *Public Service Act* and related policies and, if not, what remedies exist to address non-compliance. Responsibility for oversight ensures decision-makers are provided with an independent assessment of appointment practices, policies, and results.

Ombudsperson

Jay Chalke, QC

Authority

Ombudsperson Act, Ministry of Attorney General

Public Interest Disclosure Act, Ministry of Attorney General

Profile

The Ombudsperson generally oversees the administrative actions of provincial and local government authorities. Thorough, impartial and independent investigations of complaints are conducted and possible resolutions of complaints are presented.

Term

The Ombudsperson is appointed for six years and may be reappointed for additional 6-year terms.

Term Expiry

July 1, 2021.

Budget and Staff

For 2019/20 the budget for the Office of the Ombudsperson was \$8.873 million. There are approximately 61 FTEs.

Remuneration, Pension and Expenses

The salary of the Ombudsperson is equal to the Chief Judge of the Provincial Court of British Columbia and the legislation provides for reimbursement for travelling and out of pocket expenses. The legislation also provides that the Public Sector Pension Plan applies to the Ombudsperson.

Mandate

The office oversees more than 1,500 provincial, regional and local public sector organizations.

Under the *Ombudsperson Act*, the office:

- Assesses and responds to enquiries and complaints from the public;
- Conducts thorough, impartial and independent investigations;
- Resolves complaints and recommends improvements to policies, procedures and practices;
- Educates citizens and public organizations about how to be fair in the delivery of services; and
- Reports publicly to bring attention to issues that impact the public.

Under BC's new whistleblower protection law (the *Public Interest Disclosure Act*) the Office investigates allegations of wrongdoing and reprisal brought forward by current and former provincial government employees.

Police Complaint Commissioner

Clayton Pecknold

Authority

Police Act, Ministry of Attorney General

Profile

The Office of the Police Complaint Commissioner (OPCC) is a civilian, independent office of the Legislature which oversees and monitors complaints and investigations involving municipal police in British Columbia and is responsible for the administration of discipline and proceedings under the *Police Act*.

Term

The Police Complaint Commissioner is appointed for five years and may be appointed for a second term of up to five years as specified in the reappointment.

Term Expiry

February 14, 2024.

Budget and Staff

For 2019/20 the budget for the Office of the Police Complaint Commissioner was \$3.822 million. There are 20 employees in addition to the Commissioner.

Remuneration, Pension and Expenses

The salary of the Commissioner is equal to the Chief Judge of the Provincial Court of British Columbia and the legislation provides for reimbursement for travelling and out of pocket expenses. The legislation also provides that the Public Sector Pension Plan applies to the Commissioner.

Mandate

The Office of the Police Complaint Commissioner (the OPCC) performs an active oversight function by determining the admissibility of complaints received from the public, initiating investigations and, when appropriate, referring matters for adjudicative review. The OPCC ensures that investigations by police agencies under the *Police Act* are thorough and professional and are undertaken with impartiality and fairness to all parties involved. The OPCC maintains records of all police complaints and *Police Act* investigations involving municipal police officers and the investigation outcomes. The office compiles statistical information and reports regularly to the public about these complaints and investigations.

The Police Complaint Commissioner (the Commissioner) is responsible for advising, informing and assisting all parties involved in the complaint process; this includes complainants, police officers, Discipline Authorities, police boards and adjudicators appointed under the *Police Act*.

Representative for Children and Youth

Dr. Jennifer Charlesworth

Authority

Representative for Children and Youth Act, Ministry of Attorney General

Profile

The Representative's role is to:

- Advocate on behalf of children, youth and young adults to improve their understanding of and access to designated services;
- Monitor, review, audit and publicly report on designated services for children and youth;
- Conduct independent reviews and investigations into the critical injuries or deaths of children receiving reviewable services.

Term

The representative is appointed for 5 years and may be reappointed for a further five years.

Term Expiry

September 30, 2023.

Budget and Staff

For 2019/20 the budget for the Office of the Representative for Children and Youth was \$9.75 million. There are approximately 61 FTEs.

Remuneration, Pension and Expenses

The salary of the Representative is equal to the Chief Judge of the Provincial Court of British Columbia and the legislation provides for reimbursement for travelling and out of pocket expenses. The legislation also provides that the Public Sector Pension Plan applies to the Representative.

Mandate

The mandate of the Representative for Children and Youth is to improve services and outcomes for children in B.C. through advocacy, accountability and review.

Advocacy: The Representative advocates on behalf of children and youth to ensure services meet their needs. The Representative also advocates for improvements to the system of services for children, youth and their families. It is the responsibility of the Representative to initiate reviews and investigate

government agencies that provide services to children in B.C.

Accountability: The Representative independently reviews and investigates deaths and critical injuries of children and youth receiving services, with an emphasis on preventing children and youth from being harmed in any way. The Representative also has the power to release reports that are independent of government approval and that uniquely focus on the child welfare system.

Review: The Representative holds the system of care to account by conducting independent audits, and monitoring and reviewing government services. The Representative has the power to investigate a child's critical injury or death.

CABINET MEMBERS' REFERENCE GUIDE – OCTOBER 2020

F. Statutory Decision-Makers

STATUTORY DECISION-MAKERS

Introduction

The resolution of disputes involving government laws and how they are applied is called administrative law.

Statutory decision-makers (SDMs), also frequently referred to as “administrative law decision-makers”, are a critical component of the civil justice system. SDMs make hundreds of decisions in individual circumstances about:

- licences, permits and benefits;
- compliance with regulations; and
- conduct of members of self-governing professions.

Many SDMs also have the authority to impose penalties.

The courts could not make all these decisions, nor would it be an appropriate use of resources for them to do so.

SDMs do not possess the same level of independence as the judiciary, and may be mandated to implement government policies. But like the courts, SDMs must make their decisions fairly and in accordance with the law. For this reason, and also because these decisions can have significant impacts on the affected individuals and businesses, it is important that the affected persons not only understand *why* a particular decision was made, but can also accept the decision as fairly made, even if they do not agree with the outcome.

Statutory/Administrative Decision-making Bodies and Government

There are many types of statutory decision-making bodies in BC including:

- tribunals;
- boards;
- agencies; and
- commissions.

In addition, there are regulatory branches of government that administer policy, programs, and enforcement in areas such as liquor control and licensing, gaming, the financial services industry, and residential tenancies. Employees of these offices are also decision-makers subject to the rule of law, including the rules of procedural fairness described below.

The number of administrative decision-making bodies in British Columbia varies over time, as the executive branch of government chooses to expand or contract the scope of its statutory delegation of authority. For a list of administrative decision-making bodies, see the BC Directory of Administrative Tribunals & Agencies at <https://www.adminlawbc.ca/tribunals>.

Most decision-making bodies report to the Legislature, and thus the public, through a government ministry. For example, the Property Assessment Appeal Board, which deals with parties who wish to appeal their property assessments, reports to the legislature through the Ministry of Attorney General. The responsible Minister and ministry are called the decision-making body's "host ministry".

A decision-making body is governed by:

- its enabling legislation (Act and Regulations);
- in BC, the *Administrative Tribunals Act*, a procedural statute of general application for specified decision-making bodies;
- rules enacted by the decision-making body in accordance with its enabling legislation; and
- the common-law requirements of procedural fairness.

Procedural fairness refers to the principles that govern the processes to be followed by administrative decision-makers. They have been described as "fair play in action". There are four fundamental principles:

- a person has the right to be heard before a decision affecting their interests is made;
- a person has the right to an impartial decision-maker;
- the person who hears the issue must decide it; and
- the decision-maker must provide reasons for the decision.

Decisions of SDMs may be subject to review, appeal, or reconsideration, and ultimately will always be subject to judicial review by the courts.

Independence of Decision-making Bodies and Decision-makers

SDMs are expected to ensure that they are not improperly influenced in their decision-making by other members of the body, the government, or external sources. Both decision-making bodies and individual members must have the independence within their statutory framework to decide each case on the basis of the relevant evidence and on its merits. In order to protect independence, there must be safeguards against various institutional pressures, including those resulting from the relationship with a decision-making body's host ministry.

[Source material excerpted from: *BC Administrative Decision-maker's Manual*, B.C. Council of Administrative Tribunals, May 1, 2016]