



Ministry of Advanced Education, Skills and Training

Ministry Transition Binder

November 2020

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Ministry of Advanced Education, Skills & Training

Transition Binder – November 2020

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MINISTRY PROFILE

Ministry of Advanced Education, Skills and Training:

We believe a well-educated, highly skilled, diverse workforce is the foundation for a strong and sustainable society and economy, and post-secondary education and skills training is the pathway to opportunity for all British Columbians.

Our purpose is to work with post-secondary and other partners, so all British Columbians have access to quality education and training opportunities leading to meaningful, good paying jobs, and that advancements in knowledge, skills, and innovation contribute to the social well-being and economic prosperity of our province.

We value a focus on the future, collaboration, equity of opportunity, and fully embrace our commitments under the *Declaration on the Rights of Indigenous Peoples Act*.

Ministry Mandate:

The Ministry provides leadership for post-secondary education and skills training to support an inclusive, accessible, responsive and future-focused post-secondary education and skills training system to build B.C.'s long-term economic prosperity. We work with post-secondary partners, private training institutions, Crown agencies, employers, industry, and Indigenous communities to deliver relevant education and training programs and services, and to enable post-secondary institutions to play a key role in generating knowledge and innovation.

The Ministry provides oversight of public and private post-secondary institutions through legislation, funding and accountability frameworks, protecting the interests of domestic and international students. The Ministry provides oversight for BC's trades training system through the Industry Training Authority (a Crown corporation). We support learners' financial needs through StudentAidBC and work with institutions to provide additional supports such as student housing and mental health services. Through federal labour market transfer agreements the Ministry provides targeted skills training opportunities to British Columbians who need extra support, communities and employers. The Ministry provides information to ensure British Columbians can plan careers, access post-secondary education, workforce and skills development programs and connect to jobs. This information also supports the growth of B.C.'s economy through targeted investments in education in high demand and high priority sectors.

We contribute to reconciliation with Indigenous people by ensuring our institutions and training partners provide welcoming and culturally safe places to learn and work, ensuring Indigenous communities get the training they need for economic and social health, and through implementation of the *Declaration of the Rights of Indigenous Peoples Act*.

Budget:

Core Business Area	2019/20 Restated Budget ¹	2020/21 Estimate	20201/22 Plan	2022/23 Plan
Operating Expenses (\$000)				
Educational Institutions & Organizations	2,121,552	2,144,435	2,161,664	2,164,066
Student Services Programs	70,420	86,195	74,195	74,195
Private Training Institutions	1	1	1	1
Workforce Innovation and Skills Training	17,151	16,860	17,013	17,013
Transfers to Crown Corporations and Agencies	98,877	98,877	98,877	98,331
Executive and Support Services	21,504	20,130	20,411	20,411
Total	2,329,505	2,366,498	2,372,161	2,374,017
Ministry Capital Expenditures (Consolidated Revenue Fund) (\$000)				
Executive and Support Services	504	504	504	504
Total	504	504	504	504
Capital Plan (\$000)				
Educational Institutions and Organizations – Post-secondary Institutions	434,478	468,820	666,550	653,249
Total	434,478	468,820	666,550	653,249

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

*2020/21 budget amounts are shown net of \$127 million in recoveries from other sources. Further information on gross program funding and recoveries is provided in divisional profiles.

Full Time Equivalents* (FTEs):

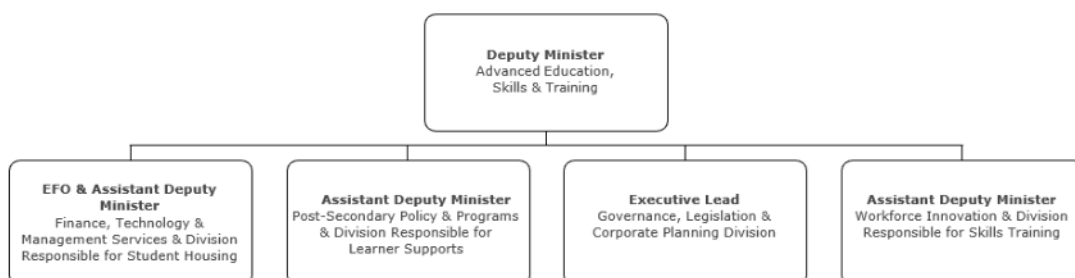
430

*FTEs provided represent a headcount of employees (including those on leave) as at Sep 30, 2020

Executive Organizational Chart:

Ministry of Advanced Education, Skills & Training

Deputy Minister's Office





Ministry Overview

November 2020



OUR WHY, WHO AND WHAT

WE BELIEVE a well-educated, highly skilled, diverse workforce is the foundation for a strong and sustainable society and economy, and post-secondary education and skills training is the pathway to opportunity for all British Columbians.



OUR PURPOSE is to work with post-secondary and other partners, so all British Columbians have access to quality education and training opportunities leading to meaningful, good paying jobs, and that advancements in knowledge, skills, and innovation contribute to the social well-being and economic prosperity of our province.

WE VALUE a focus on the future, collaboration, equity of opportunity, and fully embrace our commitments under the *Declaration on the Rights of Indigenous Peoples Act*.



OUR MANDATE

We provide leadership for post-secondary education and skills training to support an inclusive, accessible, responsive and future-focused post-secondary education and skills training system to build B.C.'s long-term economic prosperity.



We work with post-secondary partners, private training institutions, Crown agencies, employers, industry, and Indigenous communities to deliver relevant education and training programs and services, and to enable post-secondary institutions to play a key role in generating knowledge and innovation.



OUR MINISTRY PROVIDES:

- **Oversight of public and private post-secondary institutions** through legislation, funding and accountability frameworks, protecting the interests of domestic and international students.
- **Oversight for BC's trades training system** through the Industry Training Authority (a Crown corporation).
- **Support for learners' financial needs** through StudentAidBC and work with institutions to provide additional supports such as student housing and mental health services.
- **Targeted skills training opportunities** to British Columbians who need extra support, and communities and employers through federal labour market transfer agreements
- **Information to ensure British Columbians can plan careers**, access post-secondary education, workforce and skills development programs and connect to jobs. This information also supports the growth of B.C.'s economy through targeted investments in education in high demand and high priority sectors.

RECONCILIATION WITH INDIGENOUS PEOPLE

We contribute to reconciliation with Indigenous people by ensuring our institutions and training partners provide welcoming and culturally safe places to learn and work, ensuring Indigenous communities get the training they need for economic and social health, and through implementation of the *Declaration of the Rights of Indigenous Peoples Act*.



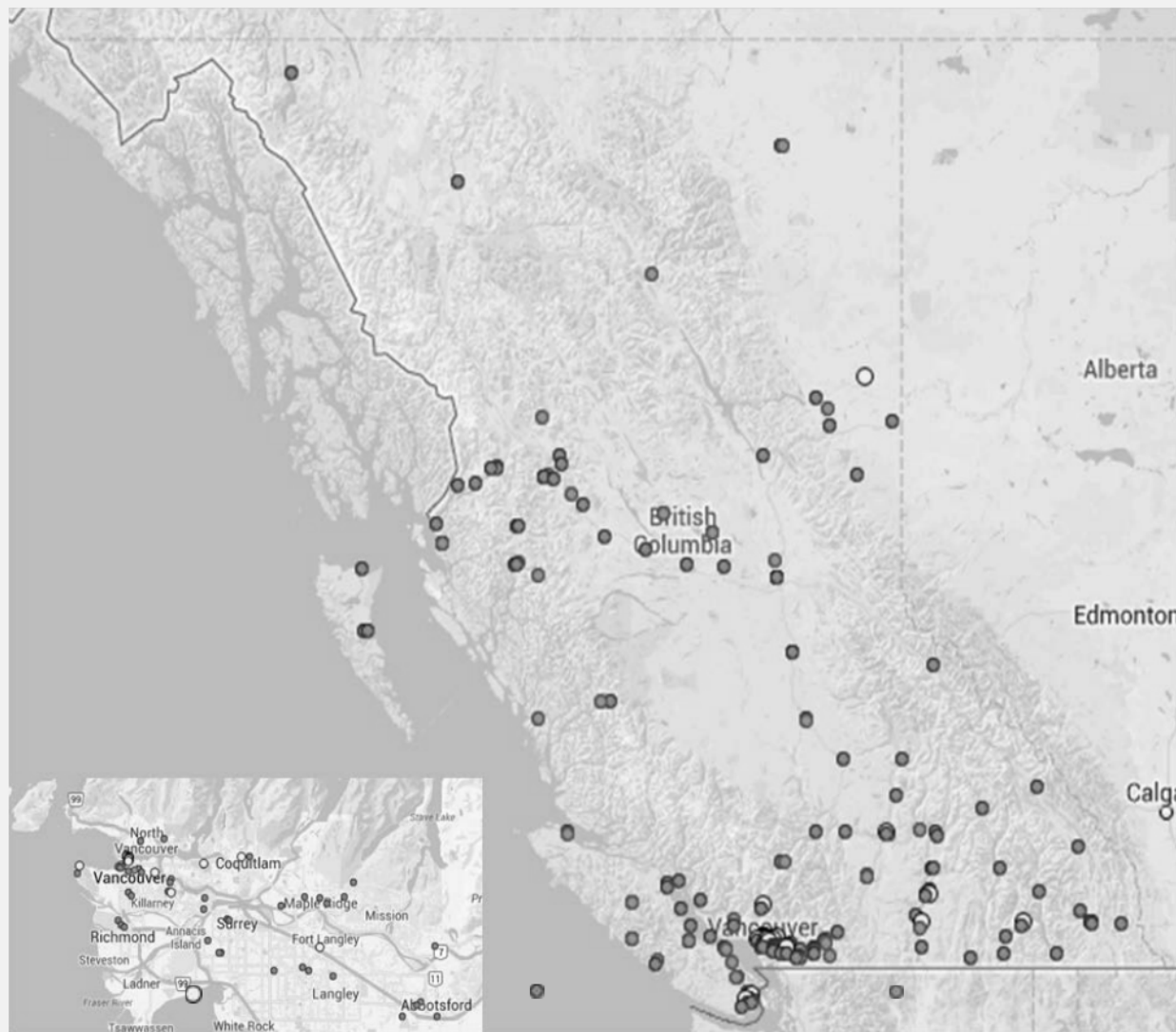
STRATEGIC DRIVERS

- **Addressing COVID-19 labour market for strong economic recovery** - 400,000 British Columbians lost employment at the height of the first wave of the pandemic. In response, AEST is providing more access to education and skills training through Stronger BC and federal investments, with a particular focus on those most impacted/at risk of being left further behind (e.g. youth), hard-hit sectors (e.g. tourism), and sectors who need workers (e.g. health care).
- **Growing need for skills training and post-secondary education** – almost 80% of job openings in the next 10 years will require a degree, diploma or certification. Breaking down systemic barriers to ensure equitable access to education and skills training ensures all British Columbians can benefit from good paying jobs and a higher standard of living and provide the highly skilled workforce BC needs as its economy strengthens.
- **Reconciliation with Indigenous peoples** – education and skills training enables individuals to benefit from good careers and improves the social and economic opportunities for Indigenous communities – AEST supports these outcomes in a comprehensive co-developed approach to Indigenous programs, policy and relationships.
- **Rapidly changing nature of work** – Working with our partners, AEST provides support for the delivery of innovative programming and training opportunities to ensure BC has a highly skilled and resilient workforce, enabling people and industry to thrive in a strong, dynamic, and sustainable economy.

POST-SECONDARY SYSTEM

We reach more than
450,000 students*
annually, including over
14,000 Indigenous
students* (FTE)
at over
400
post-secondary
institutions
in more than
100 communities

* Based on 2018/19 enrollment in
public post-secondary system



Private Degree
Granting

Public
Institutions

Indigenous
Controlled

PUBLIC AND PRIVATE INSTITUTIONS

Public Post-Secondary Institutions

25

- 3 Provincial Institutes
- 4 Research Universities
- 7 Teaching Universities
- 11 Colleges



*Private & Out-of-Province
Public Degree Granting
Institutions*

20

APPROXIMATELY

40  fnesc

Indigenous-controlled
Institutes

15 Seminaries &
Theological
Colleges



APPROXIMATELY

305 Private Career
Training
Institutions

APPROXIMATELY

30 Private
Language
Schools



TRADES TRAINING SYSTEM



Industry

Industry/Labour
Organizations

10,000 +
Employer Sponsors
(Industry/on-the-job
training)



Governance

Ministry of Advanced Education,
Skills & Training
(WIST-Trades Training Unit)

*Industry Training
Authority Act*

Industry Training Authority
(ITA-Crown Agency responsible
for administering BC's skilled
trades training system)

37,000 + Apprentices



Trainers

School Districts
(youth trades training
programs for Grades 10-12)

16 Public Post-Secondary
Institutions

26 Non-Public Training
Institutions



EXECUTIVE



Julie Muir
Director of Executive Operations

Sean Leslie
Communications Director
Govt Communications & Public
Engagement

Shannon Baskerville
Deputy Minister
Advanced Education

Kelly Whitford
Senior Administrative Assistant

Nicola Lemmer
Assistant Deputy Minister
Post-Secondary Policy &
Programs

Tony Loughran
Executive Lead
Governance, Legislation &
Corporate Planning

Bindi Sawchuk
Assistant Deputy Minister
Workforce Innovation, Skills
Training

Kevin Brewster
Assistant Deputy Minister
Finance, Technology &
Management Services



DEPUTY MINISTER'S OFFICE



Shannon Baskerville
Deputy Minister

- Chief Executive responsible for Ministry operations, including budget, staffing and human resources.
- Strategic leadership and direction for post-secondary education and skills training systems.
- Connection between the Minister and fulfilling responsibilities that support government strategic priorities, and alerts Minister to emerging issues.
- Provides Minister options and advice to support policy directives and priorities and updates on key initiatives underway, and alerts Minister.

POST SECONDARY POLICY & PROGRAMS AND DIVISION RESPONSIBLE FOR LEARNER SUPPORTS

Division Responsibilities

- Coordinate, develop and deliver government priorities and commitments for the 25 public PSIs, including:
 - *COVID-19 Economic Recovery Priorities - Health & Human Services Training; Micro-Credentials*
 - *Medical & Health Education, Early Childhood Educator programs in collaboration with other ministries*
 - *Establish technology-related program expansion, and work integrated learning programs*
 - *Improve access to post-secondary through strategic digital service delivery*
- Liaise with public post-secondary institutions and their sector associations to advance post-secondary education and training initiatives
- Coordinate with Indigenous partners to ensure Indigenous learners and communities are supported in achieving their post-secondary and skills training goals in accordance with the Truth and Reconciliation Commission's 94 Calls to Action and the United Nations Declaration on the Rights of Indigenous Peoples
- StudentAid BC - reduce financial barriers for learners to access and afford post-secondary education and skills training, including:
 - *student financial assistance with loans and targeted grants*
 - *Implement and expand tuition free waiver program for Former Youth in Care*
 - *Implement the new BC Access Grant*



Nicola Lemmer
ADM



Tony Loughran
Executive Lead

Division responsibilities:

- Legislation and Governance at public PSIs
- Accountability and Analytics for the public PSI sector
- Corporate Planning for the Ministry
- Post-secondary Education Quality Assurance for BC
- International Post-sec Education Strategy for BC
- Intergovernmental Post-secondary Relations
- Regulatory Oversight and student protection for Private Training system in BC
- Labour Relations at public post-secondary institutions

WORKFORCE INNOVATION AND DIVISION RESPONSIBLE FOR SKILLS TRAINING

Division responsibilities:

- Strategic workforce development policy to connect industry, Post-Secondary education and skills training systems.
- Deliver \$135M of workforce skills training programs annually. An additional \$123M in 2020/21 to support COVID-19 economic recovery:
 - *Stronger BC plan: targeted short-term skills training (\$20M) and expanded community-based Indigenous skills training and education (\$15M).*
 - *One-time federal funding of \$88M in 2020/21.*
- Provide effective governance and oversight of the provincial trades training system.
- Alignment of provincial Indigenous skills training initiatives.
- Inform British Columbians about labour market topics and trends.



Bindi Sawchuk
ADM

FINANCE, TECHNOLOGY & MANAGEMENT SERVICES



Kevin Brewster
ADM &
Executive
Financial
Officer

Division responsibilities:

- Operating & capital grants to 25 public PSIs, including student housing and business case development
- Ministry lead for COVID-19 emergency response with sector
- Responsible for balanced AEST budgets
- Manages AEST's connections and reporting to:
 - *Ministry of Finance and Treasury Board Staff*
 - *Office of the Comptroller General (Govt's accountant)*
 - *Office of the Auditor General (Govt's Auditor)*
- AEST/PSI sector shared service business improvements
- Information Technology, Privacy, and Security
- Strategic HR, staff training and engagement;
- AEST's Ethics Advisor



Okanagan College, Penticton BC

EXECUTIVE MEMBER BIOGRAPHY
SHANNON BASKERVILLE
DEPUTY MINISTER



Shannon Baskerville was appointed the Deputy Minister for the Ministry of Advanced Education, Skills and Training in July 2017. Shannon is accountable for working with the post-secondary system and other partners to ensure all British Columbians have access to quality education and training opportunities for meaningful, good paying jobs, and that advancements in knowledge, skills, and innovation contribute to the social well-being and economic prosperity of our province.

A future-focused, collaborative, and values-based team leader, Shannon's accountability to the people of British Columbia is driven by the belief that a well-educated, highly skilled, and diverse workforce provides the foundation for a strong and sustainable society and economy, and that post-secondary education and skills training is the pathway to equity of opportunity for all British Columbians.

An executive with significant leadership, corporate governance, strategic policy and execution, change management and "solving the big problems" experience in the public sector, Shannon has over 25 years serving the Province of British Columbia. Prior to her current role, Shannon held Deputy Minister positions responsible for Jobs, Tourism, Skills Training, and Trade, and Assistant Deputy Minister positions responsible for Labour Market Development, Economic Competitiveness, and Economic Development. Shannon is also currently a Board Director for the Forest Innovation Investment Crown Corporation.

Shannon has a Masters in Public Administration from the University of Victoria, a Graduate Diploma in Project Management from Royal Roads University, and an Executive Leadership Certificate from Queen's University.

Personal Information
Personal Information

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EXECUTIVE MEMBER BIOGRAPHY
NICOLA LEMMER
ASSISTANT DEPUTY MINISTER
POST-SECONDARY POLICY & PROGRAMS & DIVISION RESPONSIBLE FOR LEARNER SUPPORTS



Nicola Lemmer was appointed Assistant Deputy Minister, Post-secondary Policy and Programs in May 2020. This position has responsibility for the development of policies and programs that support institutions to provide students with the best post-secondary education experience possible, and that assist British Columbians who seek access to post-secondary education with flexible and appropriate financial tools and supports. Major initiatives in this portfolio include StudentAidBC, EducationPlannerBC, Indigenous education, Sexual Violence and Misconduct Policy, student mental health supports, health and human services programs, and technology programs.

A long-term member of the BC Public Service, Nicola was previously an Assistant Deputy Minister at the Ministry of Education. Prior to that, Nicola had an extensive career in the Ministry of Advanced Education, Skills and Training and has also worked in the areas of labour market development, small business and social services.

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EXECUTIVE MEMBER BIOGRAPHY
BINDI SAWCHUK
ASSISTANT DEPUTY MINISTER
WORKFORCE INNOVATION AND DIVISION RESPONSIBLE FOR SKILLS TRAINING



Bindi Sawchuk was appointed Assistant Deputy Minister April 10, 2018. In this capacity Bindi leads the development and implementation of a wide array of skills training programs, has oversight of the trades training system and is responsible for analysis and dissemination of labour market information for British Columbia.

Bindi has 14 years of public sector leadership and policy experience spanning health, finance, and economic development.

Bindi led the renegotiation of two rounds of Labour Market Transfer Agreements (LMDA \$16 million and WDA \$120 million per year, respectively); in addition to a variety of complex change management initiatives, including the transition of provincial immigrant settlement services to the federal government. Bindi received her Bachelor of Commerce degree from Royal Roads University, followed by a Certified Professional Accountant designation.

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EXECUTIVE MEMBER BIOGRAPHY
TONY LOUGHRAN
EXECUTIVE LEAD
GOVERNANCE, LEGISLATION AND CORPORATE PLANNING DIVISION



Tony Loughran is the Executive Lead for the Governance, Legislation and Corporate Planning Division, within the Ministry of Advanced Education, Skills and Training.

Tony is an experienced public servant who has worked over the past 27 years in many key leadership roles across the B.C. Government. Prior to assuming his Executive Lead responsibilities, Tony served as Executive Director for Research Universities and Health Programming. Tony began his public service career in the Financial and Corporate Sector Policy group, managing the legislation program for the Ministry of Finance.

Tony has broad experience and expertise in corporate governance and sector accountability, intergovernmental relations and public policy development.

In his current Executive Lead position, Tony has responsibility for post-secondary education research and analytics, sector data management, institution accountability and reporting, legislation development, post-secondary labour relations policy, and oversight for degree Quality Assurance processes and the regulation of private institutions in British Columbia.

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EXECUTIVE MEMBER BIOGRAPHY
KEVIN BREWSTER
ASSISTANT DEPUTY MINISTER/EXECUTIVE FINANCIAL OFFICER
FINANCIAL AND MANAGEMENT SERVICES DIVISION



Kevin Brewster was appointed Assistant Deputy Minister and Executive Financial Officer for the BC Ministry of Advanced Education in December 2014.

His responsibilities include oversight of the Ministry's annual operating and capital grants and budgets, information management technology, strategic human resources and staff development, public post-secondary sector shared procurement, Ministry Operations Centre Director, and leading the Ministry's initiative to expand student housing on campuses across BC. Kevin is also the Ministry's Ethics Advisor and designate for receiving disclosures under the *Public Interest Disclosure Act*.

Kevin joined the BC Public Service in 1993 after working in private sector consulting. Prior to joining the Ministry, Kevin's primary focus has been in developing public sector infrastructure (e.g. post-secondary facilities, K-12 schools, hospitals and care homes). He also worked for municipal government in the financing and development of health facilities in the greater Victoria area.

Kevin holds a diploma in building technology from the BC Institute of Technology; a Bachelor of Architecture from the University of Oregon; and an MBA from the Manchester Business School in the United Kingdom.

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POST-SECONDARY POLICY AND PROGRAMS AND DIVISION RESPONSIBLE FOR LEARNER SUPPORTS

ADM Responsible: Nicola Lemmer

Core Business/ Program Area Description/Critical Business Processes:

The PSPP Division is instrumental in delivering on the Ministry's mandate of providing leadership and oversight of the post-secondary system to build B.C.'s long-term economic prosperity. Working primarily with the 25 public post-secondary institutions, we design and deliver policies and programs that promote cohesion in the system and create access to education and opportunities for learners to become a highly skilled part of a diverse workforce.

Our responsibilities span the full lifecycle of learning, starting with helping students to navigate program options and apply to institutions through EducationPlannerBC. StudentAid BC addresses students' financial needs by providing repayable student loans and non-repayable grants and bursaries through an integrated provincial/federal program. We work with institutions to directly support access to priority programs such as Health Education, Forestry, Early Childhood Education, Engineering and Technology, and Adult Upgrading opportunities.

We also work to enhance the learner experience with initiatives supporting student mental health, combatting sexual violence and misconduct, promoting work integrated learning and co-op opportunities, developing micro-credentials to directly support applied learning to meet employer needs, and providing tuition waivers for former youth and children in care. The division contributes to reconciliation with Indigenous people by working with partners to improve access to and success in the post-secondary and skills training system and implement the Declaration on the Rights of Indigenous Peoples Act.

During the COVID-19 pandemic, our focus is to support post-secondary institutions, ensure continuity of learning for students during the shift to online and remote learning environments, monitor policies to better meet the current needs of students, respond to the unique situation of Indigenous learners and communities, and launch programs to upskill and reskill people impacted by job loss.

Budget:

FY 2020/21 Working Budget (\$)	Salaries & Benefits	Operating Costs	Grants & Transfers	Recoveries	Total
Post-Secondary Policy & Programs Division	7,725,000	Government Financial Information			

Full Time Equivalents (FTEs):

115

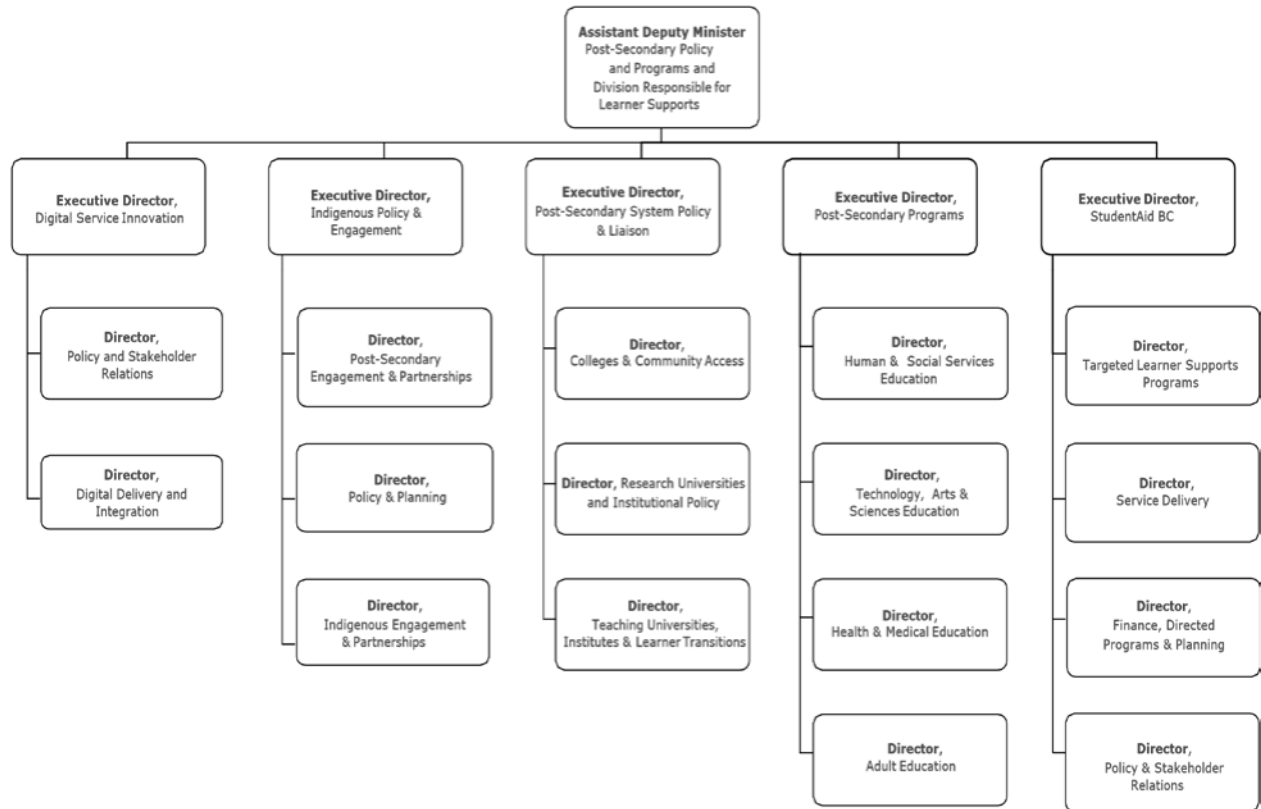
Related Legislation:

Sexual Violence and Misconduct Policy Act

Organizational Chart: See next page

MINISTRY OF ADVANCED EDUCATION, SKILLS & TRAINING

Post-Secondary Policy & Programs & Division Responsible for Learner Supports



WORKFORCE INNOVATION AND DIVISION RESPONSIBLE FOR SKILLS TRAINING

ADM Responsible: Bindi Sawchuk

Core Business/ Program Area Description/Critical Business Processes:

The Workforce Innovation and Division Responsible for Skills Training (WIST) connects British Columbians with the skills they need to get good jobs and reach their full potential in a sustainable economy that works for all. The Division conducts its work in alignment with the Draft Principles and through implementation of the Declaration of the Rights of Indigenous Peoples Act.

Programs: WIST is responsible for administering the Canada-BC Workforce Development Agreement and administers labour market programs and services, in five streams¹:

1. Helping vulnerable and underrepresented groups enter and advance in the labour market (\$49M/yr).
2. Supporting communities to address urgent and emerging skills training needs (\$10M/yr).
3. Enabling Indigenous community-based skills training and post-secondary education (\$24M/yr).
4. Supporting employers with upskilling current and new employees (\$10M/yr).
5. Supporting sectors address urgent and emerging workforce needs (\$6M/yr).

WIST provides funding to Ministry of Social Development and Poverty Reduction to help Persons with Disabilities enter and advance in the labour market (\$34M/yr).

Crown Oversight: WIST is responsible for BC's trades training system through oversight of the Industry Training Authority (ITA) (\$99M/yr for trades training).

Information for Education, Training & Job Connection: The Division produces a wide range of labour market information and insights including 10-year forecast used for post-secondary education planning. WIST promotes career planning tools, information and programs through the WorkBC.ca website and Call Centre, Find-Your-Fit K-12 program, an annual information campaign, and at career fairs.

Policy: The Division also develops labour market policy advice and implements strategic initiatives addressing a wide range of government priorities related to the labour market and emerging needs.

Fostering Relationships: WIST represents BC on the Federal/Provincial/Territorial Forum of Labour Market Ministers table, in partnership with SDPR. The Division engages closely with First Nations, Metis Nation BC and other Indigenous skills training and education partners. The Division also works with sector and industry partners on a wide range of labour market needs.

Budget:

FY 2020/21 Working Budget (\$)	Salaries & Benefits	Operating Costs	Grants & Transfers	Recoveries	Total
WIST	12,047,000	Government Financial Information			
ITA	-	-	98,877,000	-	98,877,000

¹ In addition to base program funding, WIST is implementing \$120.6M in 2020/21 to address critical Covid-19 skills training needs (\$35M provincial funding under Stronger BC and \$85.6M federal WDA one-time top up funding).

Full Time Equivalents (FTEs):

138

Related Legislation:

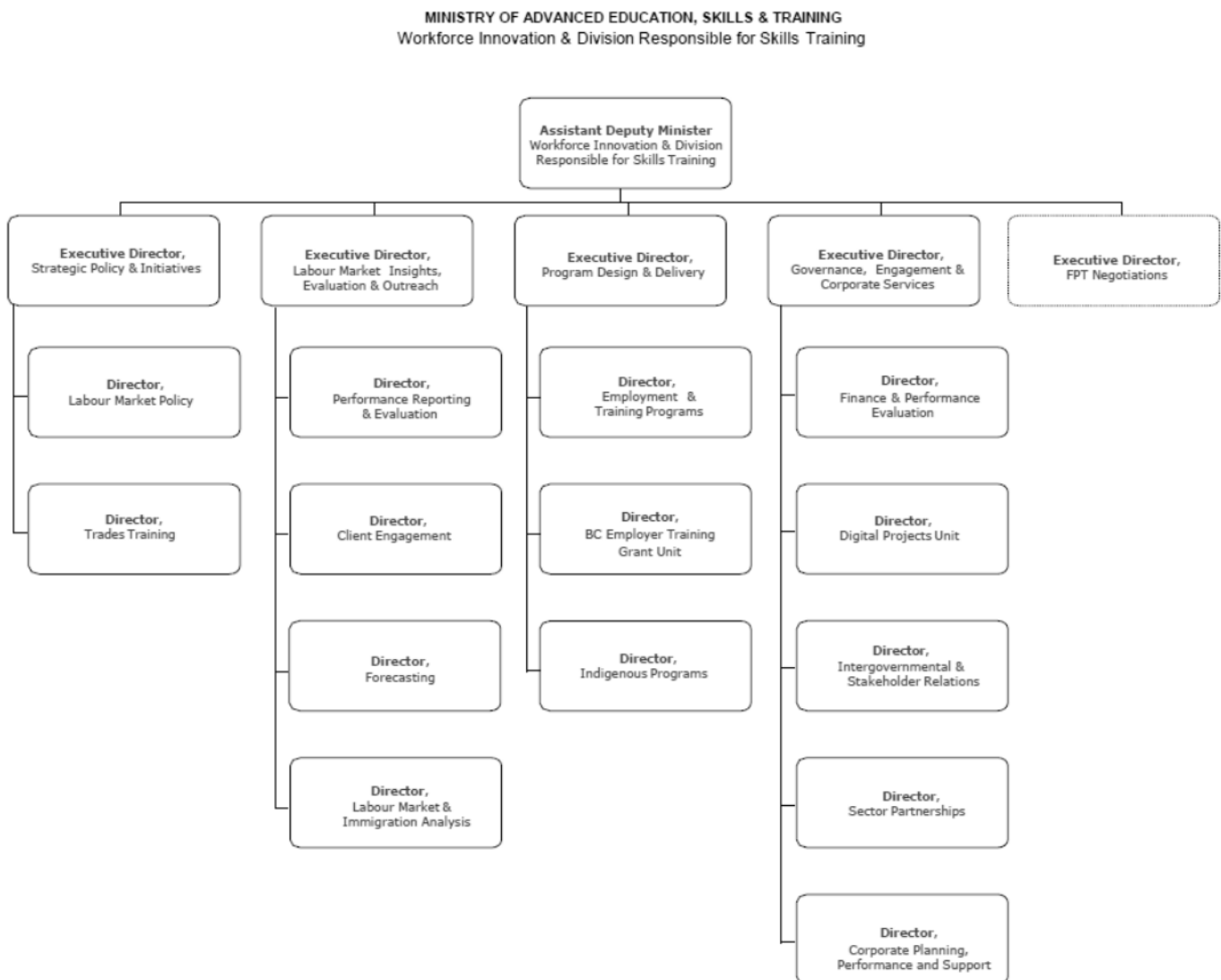
Industry Training Authority Act

https://www.bclaws.ca/civix/document/id/complete/statreg/03034_01

Organizational Chart:

Ministry of Advanced Education, Skills & Training

Workforce Innovation & Division Responsible for Skills Training



GOVERNANCE, LEGISLATION AND CORPORATE PLANNING DIVISION

ADM Responsible: Tony Loughran, Executive Lead

Core Business/ Program Area Description/Critical Business Processes:

The Governance, Legislation, and Corporate Planning Division (GLCP) consists of three branches; Corporate Planning, International and Quality Assurance Branch, Governance, Accountability and Analytics Branch and the Private Training Institutions Branch. GLCP leads the Ministry's corporate planning and reporting, legislation development, board appointments, and intergovernmental relations including Council of Ministers of Education Canada (CMEC), and oversight of the British Columbia Council for International Education (BCCIE). Provides value-add business intelligence, data visualization, reporting and advice through sector data management and analysis to support decision making and inform policy development.

GLCP is responsible for institution accountability including mandate direction and accountability reporting, strategic and sector labour relations policy, and governance support. Provides quality assurance policy and oversight including the Education Quality Assurance designation. Oversees the province's quality assurance audits and ensures that legislated requirements for degree level programs are met. Provides advice and recommendations to the Minister on new degree programs through the Degree Quality Assessment Board and, regulates and monitors over 300 private training institutions.

The Executive Lead is the delegated authority under the Private Training Act and applicable regulations, exercises all powers and duties of the Trustee of the Student Tuition Protection Fund in adjudication of student complaints and private sector school closures.

Budget:

FY 2020/21 Working Budget (\$)	Salaries & Benefits	Operating Costs	Grants & Transfers	Recoveries	Total
Governance, Legislation & Corporate Planning Division	4,109,000	Government Financial Information			
Private Training Institutions Branch	2,361,000				

Full Time Equivalents (FTEs):

75

Related Legislation:

Legislation – Public Acts

College and Institute Act
University Act
Degree Authorization Act
Private Training Act

Legislation – Professional Associations

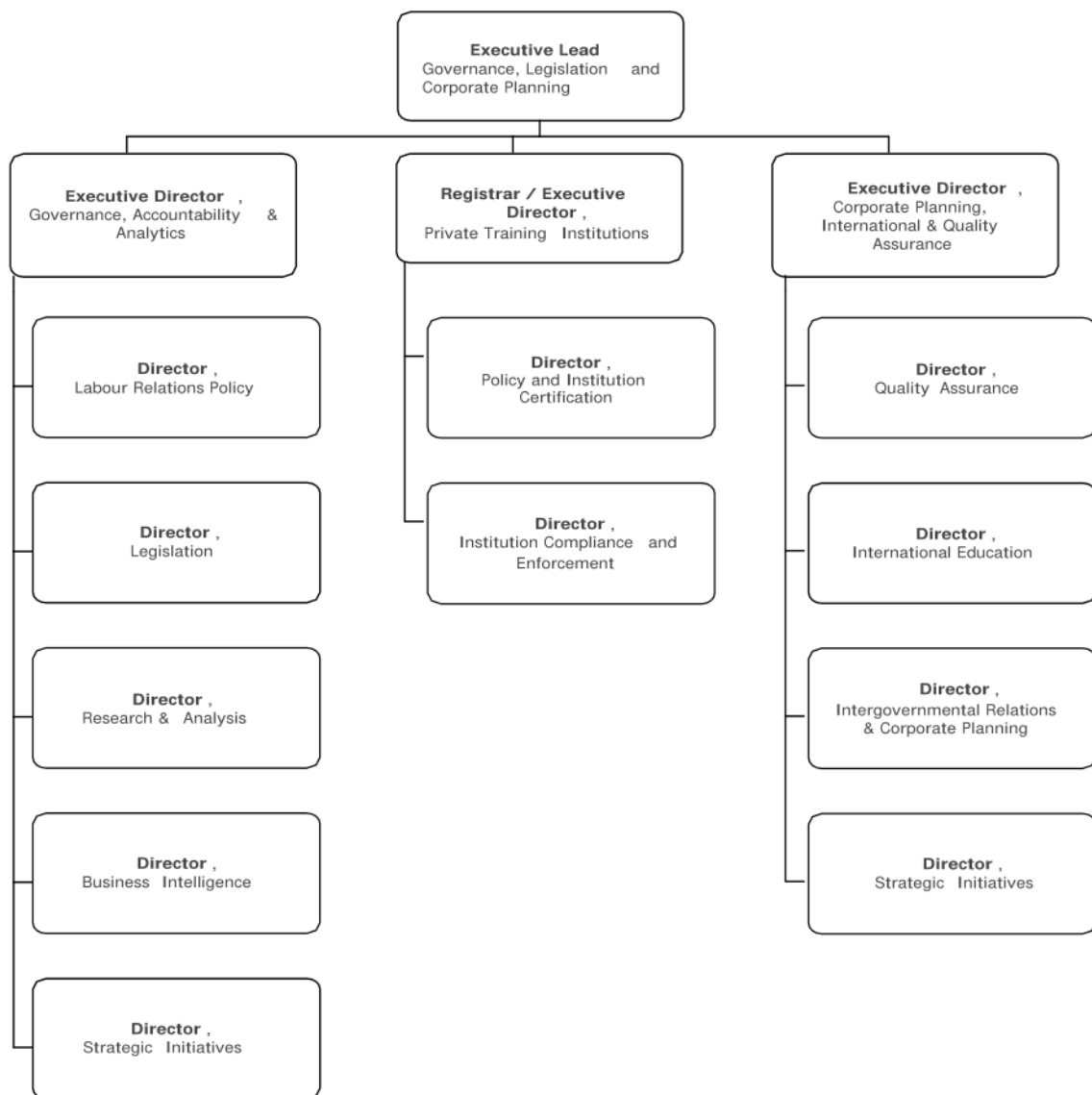
Architectural Institute of British Columbia
British Columbia Registered Music Teachers Association
Chartered Professional Accountants of British Columbia
Professional Association Bylaws
Professional Reliance Review and Professional Accountability Act

Note: Other related legislation includes private acts of the legislature that establish post-secondary instructions, including Sea-to-Sky University Act, and various theological acts.

Organizational Chart:

MINISTRY OF ADVANCED EDUCATION, SKILLS & TRAINING

Governance, Legislation & Corporate Planning Division



FINANCE, TECHNOLOGY & MANAGEMENT SERVICES AND DIVISION RESPONSIBLE FOR STUDENT HOUSING

ADM Responsible: Kevin Brewster

Core Business/ Program Area Description/Critical Business Processes:

The Finance, Technology & Management Services and Division Responsible for Student Housing (FTMS) provides financial leadership and oversight for the ministry and more broadly for the public post-secondary sector in aspects of operating and capital grant allocation, financial reporting, public post-secondary sector partnerships, and joint procurement opportunities. The division also provides leadership with public post-secondary institutions to increase affordable student housing and contribute to the Provincial housing strategy.

Within the ministry, FTMS provides support for technology and information application support, information security and privacy, procurement, building security, and strategic human resource support. FTMS is also the ministry's primary liaison with the Ministry of Finance and the offices of the Comptroller General and Auditor General.

The FTMS ADM is also the co-chair of the Ministry's Article 29 committee; the Ministry Ethics Advisor; and is the ministry's designated officer to receive disclosures under the *Public Interest Disclosure Act*.

Budgets:

FY 2020/21 Working Budget	Total (\$)
Finance Technology and Management Services Division	
Finance, Technology & Management Services Division	Government Financial Information
Funding to Post-Secondary Institutions	
Total	

FY 2020/21 Working Budget
Minister office & Deputy Minister office:
Minister's Office
Deputy Minister's Office
Total

Full Time Equivalents (FTEs):

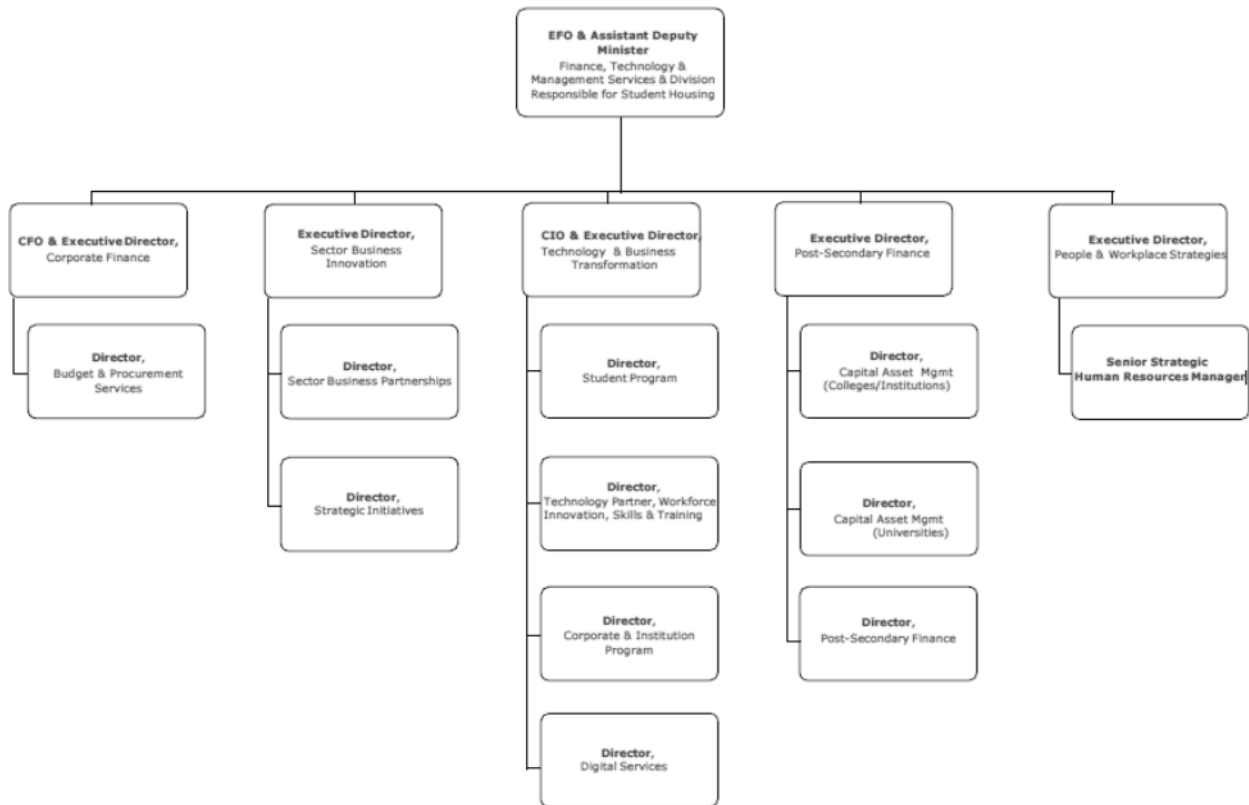
- Division: 87
- DMO: 13
- MO: 5

Related Legislation: none

Organizational Chart: See next page

Ministry of Advanced Education, Skills & Training

Finance, Technology & Management Services & Division Responsible for Student Housing



Overall Ministry Operating Budget

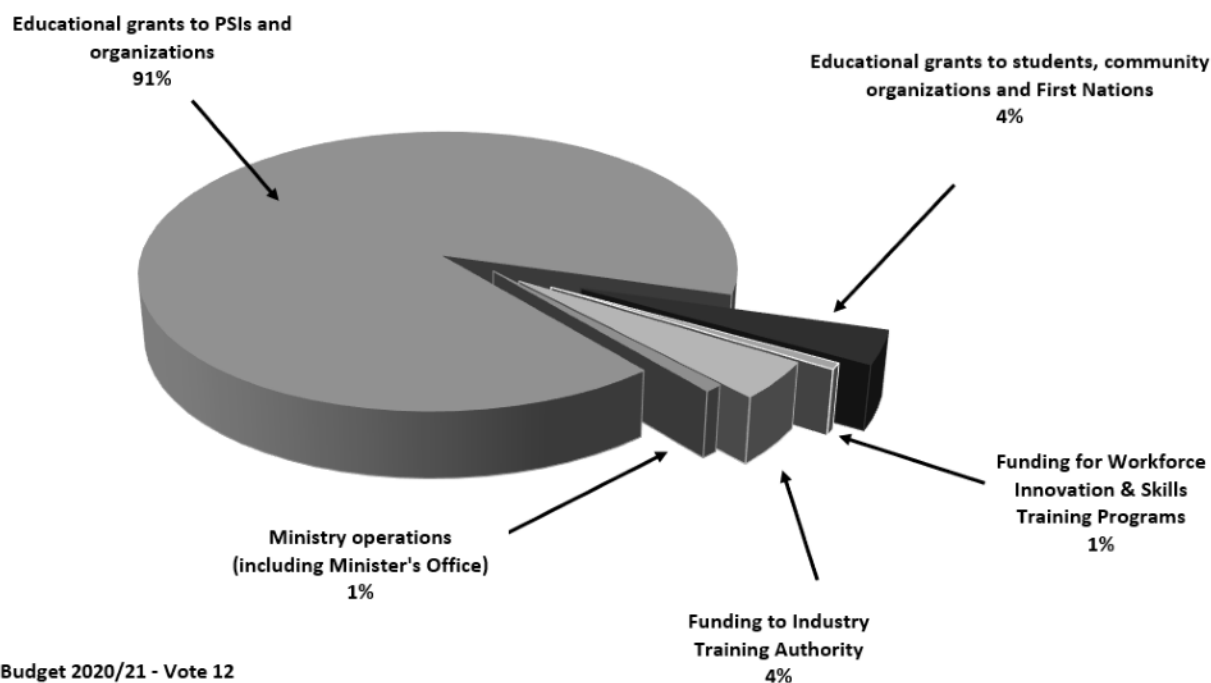
Vote 12

Core Business Area (\$000)	2019/20 Estimates	2020/21 Estimates	2021/22 Plan	2022/23 Plan
Educational Institutions and Organizations	2,121,552	2,144,435	2,161,664	2,164,066
Student Services Programs	70,420	86,195	74,195	74,195
Private Training Institutions ¹	1	1	1	1
Workforce Innovation and Skills Training ²	17,151	16,860	17,013	17,013
Transfers to Crown Corporations and Agencies	98,877	98,877	98,877	98,331
Executive and Support Services	21,504	20,130	20,411	20,411
TOTAL	2,329,505	2,366,498	2,372,161	2,374,017

¹ Estimates totals are presented net of \$3,400 in recoveries from Private Training Institutions.

² Estimates totals are presented net of \$140,164 in recoveries from the Federal Government under the Workforce Development Agreement and the Labour Market Development Agreement.

Ministry Operating Budget (Vote 12)



Budget 2020/21 - Vote 12

	(\$000)
Educational Institutions & Organizations	2,144,435
Student Services Programs	86,195
Workforce Innovation & Skills Training Programs	16,860
Industry Training Authority	98,877
Executive & Support Services	20,131
Total	2,366,498

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Ministry Operating Budget by Division and Key Program Area

Division	2019-20 Budget	2019-20 Revised Budget ¹	2020-21 Budget
Minister's Office	Government Financial Information		
Deputy Minister Office			
Financial, Technology & Management Services			
Operating Budget			
Educational Institutions and Organizations Grants / Transfers ²			
Governance, Legislation & Corporate Policy			
Operating Budget			
Private Training Institutions Branch ³			
Post-Secondary Policy and Programs			
Operating Budget			
Institution and Programs Grants / Transfers			
Student Services Grants / Transfers			
Workforce Innovation & Skills Training			
Operating Budget ⁴			
Skills Training Grants / Transfers ⁴			
Industry Training Authority			

TOTAL BUDGET

Government Financial Information

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Overall Ministry Capital Budget (Consolidated Revenue Fund) (\$000)

Core Business Area	2020/21	2021/22	2022/23	2023/24	Total
Executive and Support Services	504	504	504	504	2,016
Total	504	504	504	504	2,016
Capital Plan (\$000)					
Educational Institutions and Organizations - Post-secondary Institutions	450,898	586,043	615,315	507,527	2,159,783
Total	450,898	586,043	615,315	507,527	2,159,783

Advice/Recommendations; Government Financial Information

4-Year AEST Capital Plan Budget (\$000)¹

Categories	2020/21	2021/22	2022/23	2023/24	Total
Maintaining Existing PSI Infrastructure	Advice/Recommendations; Government Financial Information				
PSI Facility Expansion / Replacement Projects					
Student Housing					
Capital Programs					
BC Knowledge Development Fund (Research)					
Total					

¹ Per 2020/21 Q2 Budget

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Minister's Office Budget Breakdown

Overview of Budget by STOB

(\$000's)

	19/20 Estimates	Increase/ (Decrease)	20/21 Estimates
50 - Base Salaries	339	-	339
52 - Benefits	106	-	106
54 - Legislative Salaries	54	-	54
Salaries and Benefits	499	-	499
57 - Employee Travel	105	(30)	75
63 – Systems – Operating	15	-	15
65 – Office & Business Expenses	43	(19)	24
85 – Other Expenditures	75	-	75
Operating Costs	238	(49)	189
TOTAL Operating Budget	737	(49)	688

- STOBs 50-54** Salaries and benefits for 5 support staff including one Clerk and one Administrative Coordinator.
- STOB 57** Budget will enable travel to post-secondary institution campuses in communities across the province.
- STOB 63** Provides for all costs related to mobile devices and data storage.
- STOBs 65-85** Provides for all other costs relating to office operations, including office and business expenses, and other expenditures.

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Post-Secondary Governance and Legislative Framework

The British Columbia post-secondary system is established through six primary pieces of legislation that govern public and private institutions in the province.

- *University Act*
- *College and Institute Act*
- *Degree Authorization Act*
- *Private Training Act*
- *Royal Roads University Act*
- *Thompson Rivers University Act*

The responsibility for delivering post-secondary education and training, unlike with primary and secondary education, is delegated to and delivered through a combination of 25 public post-secondary institutions (including universities, institutes, and colleges); 19 private degree-granting institutions; over 350 private training institutions; and 14 seminaries and theological colleges. See Appendix 1 – List of Institutions Per Act

Public Institutions

“Public institutions” are those that receive funding from the Provincial government to operate. There are three categories of public institution: university, institute, and college.

While universities operate under the requirements established in legislation, they are largely **autonomous** – they make their own decisions on most matters and operate with little interference from government. They are corporations, and unlike Colleges and Institutes, they are not agents of government.

The colleges and institutes are designated by the Provincial government and established as corporations. Unlike universities, colleges and institutes are all agents of government, so their powers are exercised as agents of government and they can only act within the authority that government has conferred on them.

In the public post-secondary system, government is responsible for:

- the strategic direction of the sector;
- operating and capital funding;
- performance and accountability expectations;
- policy objectives;
- legislation; and
- the appointment of board members.

Public institutions have the responsibility for:

- managing academic standards;
- admission requirements;
- delivering programs;
- electing non-appointed board members; and
- ensuring program funding (through government operating grants and tuition).

Post-Secondary Governance and Legislative Framework

Public Universities

Most of the public **universities** in British Columbia are governed under the *University Act*, although two of them operate under their own legislation: Thompson Rivers University and Royal Roads University. These two universities have unique governance structures that make them slightly different from the other universities.

The *University Act* governs **two categories of universities** – there are four **research-intensive** universities (University of British Columbia, Simon Fraser University, University of Victoria, University of Northern British Columbia). These universities are the most traditional, focused on academic research, and offering graduate degrees in a full range of specialized academic areas.

The second category of universities under the *University Act* are the five **teaching universities**: Capilano University, Emily Carr University of Art and Design, Kwantlen Polytechnic University, Vancouver Island University, and University of the Fraser Valley. These universities focus mainly on undergraduate (bachelor's) level education.

Royal Roads University and Thompson Rivers University are also teaching universities but have slightly different mandates, with the former responsible for programs in professional fields and the latter responsible for providing opening learning in BC.

The *University Act* establishes the governance structure for universities. Each university is composed of:

- a chancellor (who confers degrees);
- a convocation;
- the Board of Governors (responsible for management, administration and control of property, revenue, business & affairs of university);
- a Senate (who establishes academic policy, criteria for awarding credentials, curriculum content, admission qualifications and grading criteria); and
- faculties.

The LGiC appoints eight members of **the Board of Governors** for most of the universities, with eleven being appointed to the UBC board. Also on the board are the Chancellor, President, and elected faculty, staff, and student representatives.

The **President** is the chief employee of the university, charged with operating the university at the direction of the Board of Governors.

All of the public universities, except Royal Roads University, operate under a “bicameral” (or ‘two-chamber’) system whereby the Board and Senate share responsibility for governance. Royal Roads University uses unicameral system, as it does not have a senate, so the Board is the only governance body.

The **Minister** of Advanced Education, Skills and Training must not interfere with the exercise of powers conferred on a university, the Board of Governors, Senate or other bodies respecting the formulation and adoption of academic policies and standards, the establishment of standards for admission and graduation, or the selection and appointment of staff.

Post-Secondary Governance and Legislative Framework

One of the few matters on which the Minister of Advanced Education, Skills and Training has control is the approval of land dispositions and leases of land. The Minister, along with the Minister of Finance, must approve the university borrowing money to finance a land acquisition or to construct or renovate a university building.

Public Colleges and Institutes

The **14 colleges and institutes** that receive public funding from government are governed under the *College and Institute Act*.

Colleges are regionally organized, while Provincial institutes serve the entire province of BC.

The colleges are focused on offering courses at the first and second year levels of bachelor degree programs and some offer degrees. Many colleges offer trades education, adult education, and continuing education. The objectives of the three institutes are designated by the Minister.

Colleges and institutes are governed by boards comprised of eight or nine members appointed by LGiC. In addition, board members include a faculty member, a staff member, two students, the president, and Chair of the Education Council.

Colleges and institutes have an **Education Council** which plays a similar role to a university Senate by governing academic matters. The Education Council is comprised of 20 members: 10 faculty members, and the remainder being students, educational administrators and staff. The Education Council, advises the board on the development of educational policy, including curriculum content, criteria for academic standing and standards, and policies for examinations and evaluation of student performance.

Colleges and Institutes use a bicameral governance system; JIBC is unicameral as it does not have an education council.

The **Minister** of Advanced Education, Skills and Training's authority over colleges and institutes is greater than it is for universities. The Minister must establish policy or directives for post-secondary education and training (in consultation with the institutions) and may designate the degrees that a college or institute may grant. In addition, the Minister, along with the Minister of Finance, may approve the borrowing of money to acquire land and equip buildings. The Minister must also approve the acquisition and disposal of land by the college.

Private Institutions

Outside the public post-secondary system, there are private institutions operating both at the degree granting level and the vocational/career training levels. Private institutions receive no funding from government and are governed by legislation specific to the type of institution and the level of programming offered.

Post-Secondary Governance and Legislative Framework

Private degree-granting institutions are governed by the *Degree Authorization Act*, which prescribes the process whereby private institutions and public institutions from out-of-province may obtain the authority to offer degree programs and grant degrees in B.C.

Some private institutions operate under their own legislation which establishes them as legal entities. For example, Trinity Western University is a private university that operates independently of the Ministry but is respected by government as a high-quality degree granting institution.

Private career training institutions do not offer degrees but instead offer at least one specific career training program with 40 hours or more of instructional time and have a tuition of at least \$4000. They are governed by the *Private Training Act*, which establishes the Private Training Institution Branch (PTIB), the standards for the registration and accreditation of private career training institutions, and consumer protection for students enrolled in such institutions.

Finally, there are 14 seminaries and theological colleges operating in B.C. created by private acts. The *Degree Authorization Act* specifically excludes theological degrees from its scope, although, if an institution were to seek the authority to grant non-theological degrees, they must comply with the *Degree Authorization Act* and its regulations.

Post-Secondary Governance and Legislative Framework

Appendix 1 – List of Institutions Per Act

Institutions under the *University Act*

Research Universities

Simon Fraser University (SFU)
University of British Columbia (UBC)
University of Northern British Columbia (UNBC)
University of Victoria

Teaching Universities

Capilano University (CAPU)
Emily Carr University of Art and Design (ECUAD)
Kwantlen Polytechnic University (KPU)
Royal Roads University (RRU)*
Thompson Rivers University (TRU)*
University of the Fraser Valley (UFV)
Vancouver Island University (VIU)
*also have standalone legislation

Royal Roads University – *Royal Roads University Act*
Thompson Rivers University – *Thompson Rivers University Act*

Institutions under the *College and Institute Act*

British Columbia Institute of Technology (BCIT)
Camosun College (CAM)
Coast Mountain College (CMC)
College of New Caledonia (CNC)
College of the Rockies (COTR)
Douglas College (DOUG)
Justice Institute of British Columbia (JIBC)
Langara College (LANG)
Nicola Valley Institute of Technology (NVIT)
North Island College (NIC)
Northern Lights College (NLC)
Okanagan College (OC)
Selkirk College (SEL)
Vancouver Community College (VCC)

Institutions authorized under the *Degree Authorization Act*

Acsenda School of Management – Vancouver
Adler University
Alexander College
Athabasca University
City University of Seattle

Post-Secondary Governance and Legislative Framework

Columbia College
Coquitlam College
Corpus Christi College
Fairleigh Dickinson University
Fraser International College
Gonzaga University
LaSalle College Vancouver (formerly the Art Institute of Vancouver)
Pacific Coast University for Workplace Health Sciences
New York Institute of Technology
Northeastern University
Queen's University
Quest University Canada
Trinity Western University
University Canada West
Yorkville University

Theological Institutions

(each has its own Private Act)

Canadian Baptist Seminary
Canadian Chinese School of Theology
Carey Theological College
Columbia Bible College
Mennonite Brethren Biblical Seminary
Millar College of the Bible
Okanagan Bible College
Pacific Life Bible College
Northwest Baptist Seminary
Regent College
Seminary of Christ the King
St. Mark's College
Summit Pacific College
Trinity Western University
Vancouver School of Theology

Summary of Minister's Powers Under Legislation

Minister Authority: Overall System – Public Post-Secondary Institutions

- Set broad policy objectives and direction for post-secondary education;
- Establish annual funding of public institutions through Estimates process and funding letters to individual institutions, and establish conditions (Mandate Letter) on Government funding
- Accountability oversight measures.

Minister Authority: Universities (*Corporations, Autonomous Legal Entities*)

Reference: *University Act*

Governance

- Through Cabinet, designate new special purpose and teaching universities, appoint board members, approve taxation exemptions, and approve designations of student societies
- Approve new degree programs

Fiscal Oversight

- With the Minister of Finance, approve land purchase, liabilities, debts or over-expenditures
- Require annual reports on the University's balance sheet
- Specify the amount of a grant a University makes to a Municipality
- Provide consent for disposal of assets

Information

- Require any report from a University
- Access any information, including personal, necessary to carry out the Minister's responsibilities

Minister Authority: Colleges and Institutes (*Agents of Government*)

Reference: *College and Institute Act*

Academic Policy

- Provide an annual report to the Legislature about the state of Post-Secondary education and training in British Columbia
- Designate the education or training focus of a college or institute, or other functions it must perform
- Monitor education or training, whether funded by government or not
- Designate degree programs

Governance

- Through Cabinet, designate colleges and institutes, transfer assets, appoint board members, designate student societies, and appoint a public administrator if in the public interest

Fiscal Oversight

- With the Minister of Finance, Approve land purchase, liabilities, debts or over-expenditures
- Require the establishment of any accounting and information systems necessary
- Require budgets, financial statements and reports
- *The Minister of Finance is the fiscal agent of an institution*

Information

- Require any report from a College or Institution

Summary of Minister's Powers Under Legislation

- Require any information, including personal, necessary to carry out the Minister's responsibilities

Minister Authority: Private Post-Secondary Institutions

Private Degree-Granting Institutions

Reference: *Degree Authorization Act*

Regulatory Oversight

- Establish criteria for the quality assessment process, conditions for granting of consent, and refuse consent if criteria not met
- Suspend/revoke consent if institution non-compliant
- Regulate anything indicating degree granting, including who can grant or confer degrees
- Authorize use of "university" designation at institutions, the provision of a program leading to a degree, & degree program advertisement

Private Training Institutions

Reference: *Private Training Act*

Regulatory Oversight

- Set applicant requirements, criteria for registrar when evaluating applicants, and student-PTI dispute resolution processes
- Set student security requirements

Governance

- Exclude institutions from the Act
- Appoint PTI commissioner/acting commissioner

Finance

- Set fees paid to government, source of money and amounts paid to the Student Tuition Protection Fund, and processes for claims against the fund
- Set financial penalties under the Act

Information

- Determine applicant information and reporting
- Request student personal information

Summary of Minister's Powers Under Legislation

Public Post-Secondary Institutions

<i>University Act</i>	<i>College and Institute Act</i>
<p>Legal Status</p> <p>Universities are corporations and essentially autonomous legal entities (section 3). They are not agents of government.</p> <p>Special purpose, teaching universities are designated by Cabinet (section 71(3)(a)) and thereby become universities under the Act (section 3 (1.1)).</p>	<p>Legal Status</p> <p>Colleges and Provincial institutes are agents of government (section 50(1)) – the Act does not legally establish them as corporations, but they become corporations upon designation under the Act (section 5).</p>
<p>Legal Authority to Act</p> <p>Universities have the power and capacity of a natural person of full capacity (section 46.1).</p>	<p>Legal Authority to Act</p> <p>The objects of colleges are as defined in the Act as including first and second year degree courses, applied programs, adult basic education and continuing education (section 6). The Minister can designate the objects of a Provincial institute (section 8).</p> <p>The institutions do not have the power and capacity of a natural person of full capacity.</p>
<p>Academic Policies and Standards</p> <p>The Minister is prohibited from interfering with a university's academic policies and standards, standards for admission and graduation, and selection and appointment of staff (section 48(1)).</p> <p>Subject to review by the Degree Quality Assessment Board, a university cannot establish a new degree program without approval of the Minister (section 48(2)).</p>	<p>Academic Policy and Standards</p> <p>The Minister must establish, in consultation with the institutions, policy or directives for post secondary education, and provide services to the institution, though this rarely happens in practice. The Minister must make an annual report to the Legislature about the state of post-secondary education and training in British Columbia (section 2(1)).</p> <p>The Minister may designate the education or training for which instruction must be given at a Provincial institute, or the other functions a Provincial institute must perform (section 2(2)).</p> <p>The Minister may establish educational, training, operational, administrative, management and other standards for the Act (section 3(c)).</p> <p>The Minister may require an institution to issue a diploma, certificate, or degree to a student who has completed an accredited course of instruction by the institution (section 3(d)).</p> <p>The Minister may monitor education or training, whether funded by government or not (section 3(e) and (f)).</p> <p>The Minister may establish a method for accreditation of courses of education or training (section 3(g)).</p>

Summary of Minister's Powers Under Legislation

	<p>The Minister can establish articulation committees to advise on the equivalence of courses offered by institutions and require institutions to participate in the work of the committees (section 3(l) and (m)). The Minister can also require institutions to accept courses of instruction from other institutions as equivalent (section 3(n)).</p> <p>The Minister may designate degrees that institutions may grant (section 5.1).</p>
<p>Financial Accountability</p> <p>A university cannot incur any additional liability or over-expenditure in a fiscal year, unless the Minister and the Minister of Finance have given approval on the "estimated" increased liability or over-expenditure (section 29).</p> <p>Universities may invest money available for investment and must make the investments a prudent person would make (section 57).</p>	<p>Financial Accountability</p> <p>The Minister of Finance is the fiscal agent of an institution (section 52). The <i>Financial Information Act</i> applies to an institution (section 54).</p> <p>The Minister of Finance may designate a person to examine and report on the financial and accounting operations of an institution (section 56).</p> <p>An institution cannot incur any additional liability or over-expenditure in a fiscal year, unless the Minister and the Minister of Finance have given approval on the "estimated" increased liability or over-expenditure (section 31).</p> <p>Institutions may invest only as permitted under the provisions of the <i>Trustee Act</i> (section 30).</p>
<p>Financial Reporting</p> <p>The Board must provide the Minister with an annual report of a university's balance sheet, revenue, and expenditure statements for the previous year, and any other report the Minister may require (section 32).</p>	<p>Financial Reporting</p> <p>The board must at the request of the Minister, prepare and submit budgets, financial statements, reports and other information that the Minister considers necessary to carry out the Minister's responsibilities in relation to institutions (section 19(5)(a)).</p>
<p>Fiscal Controls over Universities</p> <p>The Minister can specify the amount of a grant the university makes to a municipality (section 27(2)(w)) provided it is not more than the municipal taxes that <i>would</i> apply were the property not exempt from municipal taxes.</p> <p>Unless repaid by the university, the Minister must withhold money from a future grant, related to a debt owed by a university to the government stemming from unexpended amounts equal in value to the benefits not received by employees who were</p>	<p>Fiscal Controls over Institutions</p> <p>The Minister can require an institution to establish accounting and information systems the Minister considers necessary (section 3(j)).</p> <p>Unless repaid by the institution, the Minister must withhold money from a future grant, related to a debt owed by an institution to the government stemming from unexpended amounts equal in value to the benefits not received by employees who were involved in a labour dispute with an institution (section 44).</p>

Summary of Minister's Powers Under Legislation

involved in a labour dispute with a university (section 30).	
Assets A university cannot dispose of any interest it has in land without consent of the Minister – this includes dispositions by way of sale and lease (section 50(2)).	Assets An institution may acquire and dispose of land and buildings only with the consent of the Minister (section 50(2)). If the institution disposes of land or buildings, it must not spend the proceeds of the disposition without the consent of the Minister (section 50(4)).
Ability to Borrow The approval of the Minister and Minister of Finance are required in order for a university to borrow money to finance a land acquisition or construction or renovation of a university building (section 58).	Ability to Borrow The prior approval of the Minister and Minister of Finance are required for an institution to borrow money for purchasing land for the use of the institution or for constructing or renovating buildings (section 34(1)).
Access to Information The Minister can have access to any information the university may have, including personal information about a student, which the Minister considers necessary to carry out the Minister's responsibilities in relation to universities (section 49).	Access to Information The Minister may require an institution to provide information and proposals (section 3(h)). At the request of the Minister, the Board must prepare and submit budgets, financial statements, reports and other information the Minister considers necessary to carry out the Minister's responsibilities (section 19(5)(a)). This information may include personal information about a student (section 19(6)). At the request of the Minister, an institution must report on its plans for and evaluation of its programs and operations (section 63).
Appointments to Boards The Minister may recommend to Cabinet the appointment of 8 board members, including 2 appointed from among persons nominated by the alumni association (section 19) [11 members for UBC / 6 for RRU]. Cabinet may also remove an appointed member from the board (section 22(1)).	Appointments to Boards The Minister may recommend to Cabinet the appointment of 8 or more members of the board (section 9(a)). Cabinet may also remove an appointed member from the board (section 11(3)), and set the remuneration received by board members (section 10).
Cabinet Approval The Minister may refer certain matters to Cabinet for approval, including: providing conditions for the exemption from taxation of property used for	Cabinet Approval Cabinet may designate colleges (and the regions for them) and Provincial institutes (section 5).

Summary of Minister's Powers Under Legislation

university purposes (section 54(4)), and designation of special purpose, teaching universities (71(3)(a)).	Cabinet may order that government properties or assets be transferred or assigned to an institution and may order that the institution assume the liabilities and commitments of those properties and assets (section 65). As well, cabinet may order that school district properties or assets be transferred or assigned to an institution, with the institution assuming the liabilities and commitments of those properties and assets (section 66).
	Control over Board and Education Council Cabinet may appoint a public administrator to discharge the powers, duties and functions of a board and education council if considered necessary in the public interest, at which time the board and education council cease to hold office (section 41).

Private Post-Secondary Institutions

<i>Degree Authorization Act</i>
Regulatory Oversight The Minister may establish the criteria for the degree quality assessment process, the conditions for granting consent, and may refuse consent if the criteria are not met (section 4). The Minister can also regulate anything indicating degree granting, including who can grant or confer degrees (section 3(1)). The Minister authorizes the use of "university" designation at institutions, the provision of a program leading to a degree, and degree program advertisement (section 3(2)). The Minister can suspend or revoke consent if an institution fails to comply with the act (section 5) and can appoint inspectors to determine if it's appropriate to suspend or revoke consent because of failure to comply (section 6). Cabinet can make regulations on requirements for student security and transcript access; information disclosure respecting applications and consents; fees payable by applicants for consent process; and the suspension and revocation of consent (section 9).
<i>Private Training Act</i>
Governance The Minister can, via regulation, exclude institutions from the Act (section 1 & section 63(3)). Cabinet can appoint the PTI commissioner (section 59(1)) and the Minister can appoint the acting commissioner (section 59(3)).
Regulatory Oversight Via regulations, the Minister may set the applicant requirements (section 6), the criteria for the registrar when evaluating applicants (section 7(1)(2)), and the student-PTI dispute resolution processes (section 19). Via regulations, Cabinet can set the student security requirements (section 7(1)(c)).

Summary of Minister's Powers Under Legislation

Finance

Via regulations, Cabinet can set the fees paid to government (section 6(c)); the sources of money and amounts payable to the Student Tuition Protection Fund (section 22); and the processes for claims against the fund (section 23). Cabinet can also create fee penalties under the Act and determine the methods of payment (section 33(1)).

Information

Minister can set the applicant information requirements (section 6), the PTI reporting requirements (section 13), and the information criteria for submission to the PTI online directory (section 17). The Minister may also request personal information on a student from a certified institution (section 16).

The Minister can make regulations respecting reporting requirements for PTI's; considerations for the registrar when deciding if a program needs approval; requirements for an application for registration; the compliance standards and additional requirements under the Act (section 63).

Cabinet can make regulations respecting security, prescribing fees, and administrative penalties under the Act (section 64).

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Post-Secondary System Overview and Key Facts

<p><u>Public Post-Secondary Education</u></p> <ul style="list-style-type: none"> • 25 public post-secondary institutions: <ul style="list-style-type: none"> ○ 4 research intensive universities ○ 7 teaching intensive universities ○ 3 provincial institutes ○ 11 community colleges • Institutions organize themselves into 3 sector associations (not perfectly aligned with our legislative framework): <ul style="list-style-type: none"> ○ Research Universities' Council of BC (SFU, UBC, UNBC, UVIC, RRU, TRU) ○ BC Association of Institutes and Universities (BCIT, CAP, ECUAD, JIBC, KPU, NVIT, UFV, VIU) ○ BC Colleges (CAM, CMTN, COTR, LANG, NIC, NLC, OKAN, SEL, VCC) ○ Douglas College is not a member of any sector association • Post-secondary Profiles are available for all 25 public institutions, upon request 	<p><u>Private Post-Secondary Education</u></p> <ul style="list-style-type: none"> • 20 private and out-of-province public degree granting institutions • Approximately 305 certified private training institutions <ul style="list-style-type: none"> ○ Approximately 140 eligible for Student Financial Assistance • 15 seminaries and theological colleges¹ • Approximately 40 Indigenous-controlled institutes, primarily on reserves • Over 50,000 enrolments at approximately 305 institutions certified under the <i>Private Training Act</i>. • Over 25,000 enrolments in 62 degree programs at institutions with authority under the <i>Degree Authorization Act</i>.
<p><u>Post-Secondary Student Enrolment</u></p> <ul style="list-style-type: none"> • 451,685 students enrolled in B.C. public post-secondary institutions, representing almost 200,000 FTEs (2018/19 Academic Year) • Domestic students: 373,695 (83%) • International students: 77,995 (17%) • 53% female; 47% male • Age breakdown: Under 25: 52%; 25-39: 31%; 40+: 17% • Over 64,000 credentials awarded per year (2016/17 to 2018/19 FY) 	<p><u>Aboriginal Post-Secondary Students</u></p> <ul style="list-style-type: none"> • Aboriginal students make up 7.0% of all FTEs in the 2018-19 fiscal year. <ul style="list-style-type: none"> ○ 14,038 Aboriginal FTEs were delivered system-wide ○ 2,442 of those were funded by the Industry Training Authority (ITA) ○ 3,637 credentials were awarded to Indigenous learners in 2018/19, an increase of 1,003 (38%) from the baseline set in the Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan.

¹ Trinity Western University is a private degree granting institution that also has a seminary school. It is counted in both categories.

<p style="text-align: center;"><u>International Education</u></p> <ul style="list-style-type: none"> • In 2019 there were 187,625 international students studying at all levels in British Columbia - an increase of 86% since 2013. • International student growth between 2013 and 2019 was highest in the public post-secondary sector at 120%, followed by private post-secondary at 68%, and K-12 at 63%. • Of the estimated 187,625 international students in British Columbia: <ul style="list-style-type: none"> ○ 42% (77,995) were in public post-secondary ○ 47% (88,359) were in private post-secondary ○ 11% (21,271) were in elementary and secondary • Regional breakdown of the 187,625 international students includes²: <ul style="list-style-type: none"> ○ 78% (147,225) studied in the Mainland/Southwest region ○ 11% (20,305) studied in the Vancouver Island/Coast region ○ 9% (16,095) studied in the Southern Interior region ○ 3% (5,075) studied in the Northern British Columbia region 	<p style="text-align: center;"><u>Student Financial Assistance</u></p> <ul style="list-style-type: none"> • In 2019/20, British Columbia students received approximately \$768 million in federal and provincial student financial assistance. • More than one-third of that is provincial funding: <ul style="list-style-type: none"> ○ \$205 million in provincial loans; and ○ \$49 million in non-repayable assistance and loan reduction. • Approximately 57,500 full-time and 6,200 part-time British Columbia students receive student financial assistance each year. In the 2019/20 fiscal year, there were 63,735 unique recipients.
<p style="text-align: center;"><u>2017 Mandate Letter Achievements</u></p> <ul style="list-style-type: none"> • Eliminated fees for adult basic education and English-language learning programs. • Eliminated interest on B.C. government student loans. • Established the BC Access Grant in response to student demand – in lieu of a \$1,000 completion grant • Introduced a new graduate student scholarship fund. • Supported co-op, apprenticeship and work-experience programs. • Implemented effective apprenticeship ratios on government-funded infrastructure projects, and increased participation of equity-seeking groups in the skilled workforce. • Expanded the tuition waiver program for former youth in care. • Expanded B.C.'s technology-related post-secondary programs and established technology and innovation centres in key areas of the economy. • Developed more degree and certificate programs to increase the number of skilled workers in B.C.'s forestry sector. • Established a \$450 million loan program to construct approximately 5,000 new student housing beds over 10 years. Since 2017, approximately 2,500 new beds are underway and more to come. 	

² As a few students may study in multiple regions, regional breakdown adds to more than 100%.

Trades Training System Overview

<p>2020/21 Funding for trades training</p> <p><i>Total Investments (Provincial and Federal):</i></p> <ul style="list-style-type: none"> Approximately \$300 million is invested in B.C.'s trades training system annually through the ITA, AEST Ministry of Social Development, Ministry of Education, Ministry of Finance, and the Government of Canada. <p><i>Total Government Investments in the ITA</i></p> <ul style="list-style-type: none"> Core operating grant of \$98.9M \$10M in Canada-B.C. Workforce Development Agreement (WDA) funding to support underrepresented groups, such as women, Indigenous peoples and other equity seeking groups. <p><i>Total Investments in Trades Training Seats:</i></p> <p>The ITA allocated \$73.3M to purchase 27,600 trades training seats at 15 public and 25 private training providers in B.C.</p>	<p>System Activity</p> <ul style="list-style-type: none"> As of June 30, 2020: <ul style="list-style-type: none"> 37,913 active apprenticeships <ul style="list-style-type: none"> 3,666 female apprentices 2,915 Indigenous Apprentices 10,276 employer sponsors In 2019/20: <ul style="list-style-type: none"> 7,535 Certificates of Qualification 13,778 new apprentices registered Over 7,000 youth participated in a trades training program in K-12
<p>Training Partners</p> <ul style="list-style-type: none"> <i>15 Public Post-Secondary Institutions</i> <ol style="list-style-type: none"> Camosun College Vancouver Island University North Island College Kwantlen Polytechnic BCIT Vancouver Community College University of the Fraser Valley Okanagan College Selkirk College College of the Rockies Thompson Rivers University Northern Lights College College of New Caledonia Coast Mountain College Nicola Valley Institute of Technology <i>26 non-public institutions</i> - (labour organizations, for profit organizations, and non-profit organizations) Nearly every <i>school district</i> delivers a trades training program for K-12 students in partnership with the ITA. 	<p>Legislation</p> <ul style="list-style-type: none"> The trades training system in BC is managed and overseen by the Industry Training Authority, a Crown Corporation under the <i>Industry Training Authority Act</i>

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Skills Training/ Workforce Development Agreement Overview

<p>Canada-BC Workforce Development Agreement</p> <ul style="list-style-type: none"> Provides \$123M annually to support people and sectors most in need in British Columbia through a range of skills training and employment supports. \$38M transferred to the Ministry of Social Development and Poverty Reduction for Persons with Disabilities skills training supports. BC's approach has 3 areas of focus: <p>Supporting vulnerable & underrepresented people</p> <ul style="list-style-type: none"> Budget: \$61M – to serve 4,422 unemployed or underemployed British Columbians each year <p>Supporting employers</p> <ul style="list-style-type: none"> Budget: \$10M – to work directly with employers to serve 1,000 unemployed or underemployed British Columbians in 37 communities each year <p>Supporting communities and sectors</p> <ul style="list-style-type: none"> Budget: \$10M - to serve approximately 1,500 employers to support skills training for over 6,500 employees 	<p>Indigenous Skills Training</p> <ul style="list-style-type: none"> Programs which work in partnership with Indigenous communities, training providers and employers throughout the province to offer community-based education and skills training for Indigenous peoples. Budget: \$24M annually, plus one-time funding of \$15M <ul style="list-style-type: none"> \$12M provincial funding through the Indigenous Skills Training Development Fund (ISTDF) for short-term skills training \$12M WDA funding through the Aboriginal Community Based Partnership program for post-secondary education \$15M one-time provincial funding to expand Indigenous skills training and education programming to address the impacts of CovidCOVID-19 job loss and support economic recovery 5,757 people served in the last two years
<p>Sector Labour Market Partnerships</p> <ul style="list-style-type: none"> Program that enables sector organizations to effectively respond to workforce challenges in British Columbia Budget: \$6.4M # of Sectors Served: In 2019/20, 32 projects supported 14 sectors, with 4 projects led by Indigenous partners. Examples of projects: increasing diversity and inclusion through the Advancing Women in Engineering and Technology and Diversity and Inclusion Tech Projects; supporting Indigenous labour market research through the First Nations Labour Market Study and advancing women in the trades through the establishment of the BC Centre for Women in the Trades and the development of the Builder's Code 	<p>WorkBC.ca</p> <ul style="list-style-type: none"> Comprehensive web presence that helps British Columbians explore and plan careers, learn about skills training, and find jobs by connecting job seekers with employers. <ul style="list-style-type: none"> Budget: \$6.7M budget Site visits: Over 4.4M visits in 2019/20 Social media followers: 163,000+ WorkBC Job Board daily postings: 30,000+ <p>Find Your Fit</p> <ul style="list-style-type: none"> A “hands on career exploration experience” for K-12 students around the province. In 2019/20, 59,480 participants in 73 communities

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Key Stakeholders.....	17
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Ministry of Advanced Education, Skills and Training

KEY STAKEHOLDERS

Advice/Recommendations

Organization	Contact	Description	Key Issues
British Columbia Institute of Technology	<p>Kathy Kinloch President 604-432-8200 Kathy_kinloch@bcit.ca</p> <p>Douglas Evenshen Chair of the Board Personal Information doug_evenshen@bcit.ca</p>	Public Institute of Technology	Cabinet Confidences; Advice/Recommendations; Government Financial Information
Camosun College	<p>Sherri Bell President 250-370-3410 sbell@camosun.bc.ca</p> <p>Monty Bryant Chair of the Board Personal Information</p>	Public College	

Organization	Contact	Description	Key Issues
Capilano University	<p>Paul J. Dangerfield President 604-984-4925 pdangerfield@capilanou.ca</p> <p>Cherian Itty Chair Board of Governors Personal Information</p>	Public University	Advice/Recommendations; Government Financial Information
Coast Mountain College	<p>Justin Kohlman President and CEO 250-638-5414 jkohlman@coastmountaincollege.ca</p> <p>David Try Acting Chair of the Board Personal Information</p>	Public College	
College of New Caledonia	<p>Dennis Johnson President and CEO 250-561-5825 johnsond@cnc.bc.ca</p> <p>Gillain (Gil) Malfair Chair of the Board Personal Information</p>	Public College	

Organization	Contact	Description	Key Issues
College of the Rockies	<p>Paul Vogt President and CEO 250-489-8203 PVogt@cotr.bc.ca</p> <p>Randal Macnair Chair of the Board Personal Information</p>	Public College	Advice/Recommendations
Douglas College	<p>Kathy Denton President 604-527-5381 dentonk@douglascollege.ca</p> <p>Eileen Stewart Chair of the Board Personal Information</p>	Public College	<ul style="list-style-type: none"> Not a member of BC Colleges <p>Advice/Recommendations; Government Financial Information</p>
Emily Carr University of Art and Design	<p>Gillian Siddal President and Vice-Chancellor 604-844-3815 gsiddall@ecuad.ca</p> <p>Kimberley Peacock Chair Board of Governors Personal Information</p>	Public University	Advice/Recommendations

Organization	Contact	Description	Key Issues
Justice Institute of British Columbia	<p>Michel Tarko President 604-528-5528 mtarko@jibc.ca</p> <p>Stephen Gamble Chair of the Board Personal Information</p>	Public Institute of Justice	Advice/Recommendations; Government Financial Information
Kwantlen Polytechnic University	<p>Alan Davis President and Vice-Chancellor 604-599-2078 alan.davis@kpu.ca</p> <p>Sandra Case Chair Board of Governors Personal Information</p>	Public University	
Langara College	<p>Lane Trotter President and CEO 604-323-5630 ltrotter@langara.ca</p> <p>Ian Mass Chair of the Board Personal Information</p>	Public College	

Organization	Contact	Description	Key Issues
Nicola Valley Institute of Technology	<p>Ken Tourand President 250-378-3305 ktourand@nvit.bc.ca</p> <p>William Sterritt Chair of the Board Personal Information</p>	Public Institute of Technology	Advice/Recommendations; Government Financial Information
North Island College	<p>John Bowman President and CEO 250-334-5270 John.Bowman@nic.bc.ca</p> <p>Eric Mosley Chair of the Board Personal Information</p>	Public College	
Northern Lights College	<p>Bryn Kulmatycki President and CEO 250-784-7500 bkulmatycki@nlc.bc.ca</p> <p>Tyler J. Holte Chair of the Board Personal Information</p>	Public College	

Organization	Contact	Description	Key Issues
Okanagan College	<p>Jim Hamilton President 250-862-5403 jhamilton@okanagan.bc.ca</p> <p>Gloria Morgan Chair of the Board Personal Information</p>	Public College	<p>Cabinet Confidences; Advice/Recommendations; Government Financial Information</p> <ul style="list-style-type: none"> • New President, Dr. Neil Fassina starting on April 1, 2021
Royal Roads University	<p>Philip Steenkamp President and Vice Chancellor 250-391-2517 Philip.Steenkamp@royalroads.ca</p> <p>Nelson Chan Chair Board of Governors Personal Information</p>	Public University	Advice/Recommendations; Government Financial Information
Selkirk College	<p>Angus Graeme President and CEO 250-365-1214 agraeme@selkirk.ca</p> <p>Scott Weatherford Chair of the Board Personal Information</p>	Public College	

Organization	Contact	Description	Key Issues
Simon Fraser University	<p>Joy Johnson President and Vice Chancellor 778-782-4641 sfu_president@sfu.ca</p> <p>Christopher Lewis Chair Board of Governors Personal Information</p>	Public University	Advice/Recommendations; Government Financial Information
Thompson Rivers University	<p>Brett Fairbairn President and CEO 250-828-5001 btfairbairn@tru.ca</p> <p>Barbera Berger Chair Board of Governors Personal Information</p>	Public University	
University of British Columbia	<p>Santa Ono President and Vice Chancellor 604-822-0663 sjo@ubc.ca</p> <p>Nancy McKenzie Chair Board of Governors Personal Information</p>	Public University	

Organization	Contact	Description	Key Issues
University of Northern British Columbia	<p>Geoff Payne Interim President and Vice Chancellor 250-960-5600 geoff.payne@unbc.ca</p> <p>Aaron Ekman Chair Board of Governors Personal Information</p>	Public University	Cabinet Confidences; Advice/Recommendations; Government Financial Information
University of the Fraser Valley	<p>Joanne MacLean President and Vice Chancellor 604-864-4608 joanne.maclean@ufv.ca</p> <p>John Pankratz Chair of the Board Personal Information</p>	Public University	
University of Victoria	<p>Jamie Cassels (Kevin Hall as of Nov. 1, 2020) President and Vice Chancellor 250-721-7002 pres@uvic.ca</p> <p>Cathy McIntyre Chair Board of Governors Personal Information !</p>	Public University	

Organization	Contact	Description	Key Issues
Vancouver Community College	<p>Ajay Patel President and CEO 604-871-7000 ajpatel@vcc.ca</p> <p>Jocelyn Hartman Chair of the Board Personal Information</p>	Public College	Cabinet Confidences; Advice/Recommendations; Government Financial Information
Vancouver Island University	<p>Deborah Saucier President and Vice Chancellor 250-740-6102 deborah.saucier@viu.ca</p> <p>Manley McLachlan Chair Board of Governors Personal Information</p>	Public University	
Industry Training Authority	<p>Shelley Grey CEO 778-327-5904 sgray@itabc.ca</p> <p>Cynthia Oliver Personal Information</p>	The Industry Training Authority (ITA) leads and coordinates British Columbia's skilled trades system. ITA works with employers, apprentices, industry, labour, training providers and government to issue credentials, supports apprenticeships, fund programs, set program standards and increase opportunities in the trades.	

Organization	Contact	Description	Key Issues
First Nations Education Steering Committee (FNESC)	Tyrone McNeil President 604-925-6087 info@fnesc.ca	The First Nations Education Steering Committee (FNESC) is a policy and advocacy organization that represents and works on behalf of First Nations in British Columbia. FNESC has a mandate to support First Nations students and advance First Nations education in BC. Coronavirus (COVID-19) Resources and Response.	<ul style="list-style-type: none"> Advocating for funding for Indigenous Institutes in BC, review of legislation with DRIPA, mandatory Indigenous representation on PSI Boards.
Métis Nation BC (MNBC)	Clara Marin Del Col	MNBC represents thirty-eight Métis Chartered Communities in British Columbia. Their mandate is to develop and enhance opportunities for Métis communities by implementing culturally relevant, social, and economic programs, and services.	Advice/Recommendations; Intergovernmental Communications
Indigenous and Adult Higher Learning Association (IAHLA)	Verna Billy-Minnabarriet Chair of the Board Personal Information	Support and represent Aboriginal-controlled adult and post-secondary education institutes in BC.	<ul style="list-style-type: none"> Advocating for funding for Indigenous Institutes.

Organization	Contact	Description	Key Issues
Research Universities' Council of British Columbia (RUCBC)	Max Blouw President 250-480-4859 max.blouw@rucbc.ca	RUCBC works with and on behalf of its members to improve the quality, accessibility and coordination of university education in British Columbia. The Council provides a single voice on behalf of the six major universities on public policy issues including funding, research, accountability, admissions and transfer. RUCBC is funded by the member universities.	
British Columbia Association of Institutes and Universities (BCAIU)	Ruth Wittenberg President Personal Information ruth.wittenberg@ufv.ca	BCAIU represents the interests of eight educational organizations in British Columbia and Yukon University, North West Territories. Together its members account for over 40 per cent of the students attending public post-secondary institutions in the province.	

Organization	Contact	Description	Key Issues
BC Colleges	Colin Ewart President 250-595-4866 cewart@bccolleges.ca	BC Colleges is an association of British Columbia's public, post-secondary colleges (with the exception of Douglas College). The role of the organization is to work closely with employers and key stakeholders regarding partnership opportunities, and to facilitate collaboration between the colleges so they can more effectively produce a well-educated and highly skilled workforce for British Columbia.	<ul style="list-style-type: none"> Workforce development

Advice/Recommendations

Organization	Contact	Description	Key Issues
British Columbia Council for International Education (BCCIE)	Sherri Bell Board Chair 604-637-6766 bccie@bccie.bc.ca	BCCIE is a provincial Crown corporation that supports the internationalization efforts of BC's public and independent K-12 schools, public and private colleges and universities and language schools. It promotes international education in and for BC, to enhance BC's international reputation for quality education, and to support the education activities of the provincial government.	

Organization	Contact	Description	Key Issues
Post-Secondary Employers' Association (PSEA)	Rebecca Maurer CEO Personal Information rebecca@psea.bc.ca	The Post-Secondary Employers' Association (PSEA) is the employer bargaining agent for all public colleges, special-purpose teaching universities, and institutes in British Columbia. These nineteen institutions constitute the BC Post-Secondary sector. They are governed by the College & Institute Act and the University Act, respectively.	<ul style="list-style-type: none"> • Contract bargaining • PSEA coordinates COVID-related staffing plans for the sector.
Degree Quality Assessment Board (DQAB)	Doug Owrarn Chair of the Board Personal Information Personal Information	The Degree Quality Assessment Board is an independent advisory board that ensures legislated quality assurance requirements are met for post-secondary education in B.C.	<ul style="list-style-type: none"> • Training a workforce to meet regional and industry needs • Attracting international students • Expanding opportunities for B.C. students to study abroad •

Organization	Contact	Description	Key Issues
Public Sector Employers' Council (PSEC)	Chris Rathbone Acting President and CEO 604-895-5050 psea@psea.bc.ca	The PSEC Secretariat carries out the mandate of the <u>Public Sector Employers' Council</u> , which is responsible for strategic coordination of labour relations, <u>total compensation</u> planning and human resource management for the <u>broader public sector</u> . It coordinates public sector bargaining and directs public sector employers on compensation planning for excluded, executive employees, including chief executive officers.	Advice/Recommendations; Government Financial Information

Organization	Contact	Description	Key Issues
Labour	Stephanie Smith President, BC Government Employees Union (BCGEU) 604-291-9611 president@bcgeu.ca	Major labour unions representing faculty and support staff in the sector.	Advice/Recommendations; Government Financial Information
	Terri Van Steinburg President, Federation of Post- Secondary Educators of BC (FPSE) 604-873-8988 tvansteinburg@fpse.ca		
	Dr. Dan Latisch President, The Confederation of University Faculty Associations of British Columbia (CUFA BC) 604-646-4677 info@cufa.bc.ca		
	Mark Hancock National President, Canadian Union of Public Employees (CUPE) 613-237-1590		

Organization	Contact	Description	Key Issues
BCcampus	Mary Burgess Executive Director Personal Information mburgess@bccampus.ca	Support PSI's to adopt, adapt and evolve teaching and learning practices to create a better experience for students. Lead on developing Open Education Resources.	<ul style="list-style-type: none"> Enabling collaboration across PSIs to develop online courses during COVID.
BCNET	Bala Kathiresan President and CEO 604-822-1348 Gayle Gorrill Chair of the Board 604-822-1348 info@bc.net	BCNET is a not-for-profit, shared services organization that represents the interests of their members—colleges, universities and research institutes in BC. BCNET continuously engage with their members to explore, evaluate and develop solutions that meet their unique needs. BCNET's aim is to build value through collaboration, drive down costs, maximize efficiencies, expand services offerings, enhance service quality and further the mission of their members.	<ul style="list-style-type: none"> Fostering member involvement through governance and committees Leading IT-related initiatives Negotiating service agreements Measuring and reporting our service adoption

Organization	Contact	Description	Key Issues
Private Degree Granting Institutions Association (PDGIA)	Dr. Daren Hancott, Chair, PDGIA Campus Provost, Vice President Academic at Yorkville University, BC dhancott@yorkvilleu.ca	Private Degree Granting Institutions Association is an association of many of the private degree-granting institutions in BC. The association was started in 2018, to improve communication and collaboration between institutions and work to improve participants' professional standards.	<ul style="list-style-type: none"> Improving communication with ministry and government <p>Advice/Recommendations</p>
BC Council on Admissions and Transfers (BCCAT)	Robert Fleming Executive Director and Co-Chair 604-412-7795 rfleming@bccat.ca Jim Hamilton Co-Chair 250-862-5403 jhamilton@okanagan.bc.ca	BCCAT facilitates admission, articulation, application, and transfer arrangements among BC post-secondary institutions for the benefit of students.	<ul style="list-style-type: none"> Key contributor to implementation of microcredentialling / modular training pathways across the post-sec system

Organization	Contact	Description	Key Issues
British Columbia Electronic Library Network (BC ELN)	Anita Cocchia Executive Director 778-782-7004 anitac@bceln.ca	The British Columbia Electronic Library Network (BC ELN) is an award-winning consortium of 33 private and public post-secondary libraries. BC ELN's purpose is to develop and support system-wide mechanisms that allow post-secondary libraries to meet the expanding information needs of learners, educators, and researchers at the lowest possible cost.	<ul style="list-style-type: none"> • Negotiating electronic resource licenses • Facilitating resource sharing • Coordinating online learning support services
BC Career Colleges Association (BCCCA)	Michael Evans CEO ceo@bccca.com	BC-based association of private non-degree institutions. Membership is unknown but claims to represent approximately 40 of the 300+ certified institutions. Established in 1977 to advocate for private training institutions.	<ul style="list-style-type: none"> • Equity of access to supports provided to students of public institutions <p>Advice/Recommendations</p>
Languages Canada	Gonzalo Peralta Executive Director gperalta@languagescanada.ca	National association of private and public post-secondary language education providers. Established in 2008 to be 'the voice of the Canadian language education sector'.	<p>Advice/Recommendations</p>

Organization	Contact	Description	Key Issues
EducationPlannerBC (EPBC)	Karen McCredie Interim Executive Director Personal Information karen.mccredie@educationplannerbc.ca	EducationPlannerBC (EPBC) connects students to post-secondary opportunities and career destinations by improving post-secondary planning and application services. EPBC operates a central online application service for BC's public post-secondary institutions and a provincial student data exchange hub to support the transition of BC students to post-secondary.	Advice/Recommendations

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Advice/Recommendations

CORPORATE ISSUE/OPPORTUNITY NOTE

Issue:

- Significantly increase equity of opportunity of post-secondary education and skills training for B.C.'s Indigenous peoples and communities, contributing to Government's commitment to implementing the United Nations Declaration on the Rights of Indigenous Peoples and furthering reconciliation.

Background:

- Over the past three years the Province has made significant progress in delivering on its commitments to implement the Truth and Reconciliation Commission's (TRC) 94 Calls to Action and the principles of the United Nations Declaration on the Rights of Indigenous peoples (UN Declaration).
- The 2019 introduction of Declaration on the Rights of Indigenous Peoples Act (DRIPA) has increased the Province's focus on reconciliation as well as the expectations of Indigenous peoples.

Advice/Recommendations

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Issue/Opportunity:

- Improving Indigenous peoples' access to post-secondary education and skills training and their participation in BC's labour market will help to close existing socio-economic gaps, address the impacts of COVID-19 and deliver on provincial commitments to implement the TRC Calls to Action and DRIPA.
- AEST has developed strong Indigenous partnerships that guide the ministry's implementation of the TRC Calls to Action and the UN Declaration that emphasize post-secondary education and skills training as critical components of reconciliation and self-determination. Informed by these partnerships, the ministry has identified four opportunities for future action.

Cabinet Confidences; Advice/Recommendations

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3. Develop an Urban Indigenous Youth and Education Centre in Vancouver

- In October 2019, the Urban Native Youth Association, the Nicola Valley Institute of Technology and NEC submitted a concept plan for an Urban Indigenous Youth and Education project in the City of Vancouver.
- The Project would enable the Indigenous organizations to integrate their programs and services in new facilities to provide Indigenous youth and adults with seamless transitions to services and to post-secondary education and skills training. The Project will also provide much needed housing and childcare for urban Indigenous youth, students and their families.

Cabinet Confidences; Advice/Recommendations

4. Establish a Tripartite Indigenous Skills Training and Employment Committee

- Skills training opportunities are critical to unlocking the full potential of Indigenous British Columbians and their communities and will help the province to achieve its economic goals.
- The establishment of a Tripartite Indigenous Skills Training and Employment Committee with the First Nations Leadership Council, urban/off-reserve Indigenous representation, federal government and the Ministries of Advanced Education, Skills & Training and Social Development & Poverty Reduction would be the first of its kind in Canada representing a new way or working together to strategically address Indigenous skills, training and employment.

Advice/Recommendations

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30/60/90 DAY DECISION NOTE

Issue:

- Direction on 2021/22 Mandate Letter to Public Post-Secondary Institutions
- **30 Day Cabinet decision**

Background:

- Mandate Letters have been issued annually to each B.C. public post-secondary institution since 2015/16.
- The Letters outline Government's key priorities for the sector in the coming fiscal year and are one of the key tools the Ministry has to provide strategic direction to post-secondary institutions.
- Public post-secondary institutions report their progress on addressing the Mandate Letter priorities through their annual Institutional Accountability Plans and Reports.
- Development of the Mandate Letter is based on a template and timelines from the Crown Agencies Board Resourcing Office (CABRO). The process typically starts in the fall, with the draft Letter reviewed and approved by Cabinet in late December/early January and sent to institutions in February.
- Board chairs are required to sign their institution Mandate Letter upon resolution of the board.
- The final letters are posted publicly on the Ministry and institution websites.
- CABRO has advised that this year, we will wait for direction from the new Minister of Finance on how to proceed with Mandate Letters and what the timelines will be.

Decision required:

- Assuming Mandate Letters are issued this year, they will need to be drafted as soon as possible, as the standard cycle will be well underway once the election is completed.

Cabinet Confidences; Advice/Recommendations

Attachments:

1. Strategic priorities in the 2020/2021 Public Post-Secondary Institution Mandate Letter
2. Tentative Timeline for 2021/22 Mandate Letter
3. Oct. 2, 2020 DM email with direction re: COVID restart planning

Attachment 1 - Strategic priorities in the 2020/2021 Public Post-Secondary Institution Mandate Letter:

1. Support lasting reconciliation with Indigenous peoples, through initiatives that increase the participation and success of Indigenous learners and implementation of the education-related Calls to Action of the Truth and Reconciliation Commission.
2. Contribute to an accessible and relevant post-secondary system by:
 - Implementing initiatives to increase participation and success of students, including vulnerable and underrepresented groups, and promoting gender parity;
 - Ensuring student safety and inclusion;
 - Enhancing system innovation through participating in a post-secondary digital system strategy, including delivery of Education Planner and other digital learning activities and initiatives;
 - Providing programming that meets local, regional or provincial labour market and economic needs; and
 - Working with the Ministry to implement a student-centred international education framework that supports the success of domestic and international students.
3. Develop and recognize flexible learning pathways for students to access postsecondary education and skills training including:
 - Actively engaging with your local school districts to expand dual credit opportunities for students;
 - Supporting lifelong learning pathways across the public postsecondary system; and
 - Advancing and supporting open learning resources.
4. Strengthen workforce connections for student and worker transitions by:
 - Aligning programming with high opportunity and priority occupations (such as trades, technology, early childhood educators and health);
 - Increasing co-op and work-integrated learning opportunities;
 - Responding to the reskilling needs of British Columbians to support employment and career transitions; and
 - Supporting students' awareness of career planning resources (such as the Labour Market Outlook).

Attachment 2 - Tentative Timeline for 2021/22 PSI Mandate Letter Development*

Deliverable	Responsible	Due
Draft Mandate Letter	Governance, Accountability and Analytics Branch (GAAB)	Advice/Recommendations
Draft Cab Sub	GAAB	
ADM & EFO approval of drafts	GAAB/Deputy Minister Office (DMO)	
Submit drafts to CABRO/PBO	GAAB	
DM/Minister Briefing (M3)	GAAB/DMO	
Submit DM approved draft to CABRO		
Submit revised drafts to Central DM for review	GAAB/DMO	
Revised DM-approved drafts due	GAAB/DMO	
Final Minister-approved drafts due	GAAB/Minister Office	
Cabinet Committee	Minister	

*Timelines based on CABRO estimates prior to election call and are subject to change pending direction from the new Minister of Finance.

Note: CABRO timelines below for reference

Crown	Cabinet Committee	Cab Com Date	Minister-approved draft due to CabOps and CABRO (1-week prior)	Revised DM-approved draft due to CabOps and CABRO (3-week prior)	Central DM Review Date	CABRO Summary Memos to FIN DMO	DM-approved draft to CABRO	CABRO/PBO 1 st Review due	ADM and EFO-approved draft due
Post-secondary institutions	SSP								02-Dec

From: AEST Deputy Minister AEST:EX

Sent: October 2, 2020 2:34 PM

To: XT:Ewart, Collin CITZ:IN ; 'sbell@camosun.bc.ca' ; XT:Kohlman, Justin CITZ:IN ; XT:Johnson, Dennis CITZ:IN ; XT:Trotter, Lane CITZ:IN ; XT:Bowman, John CITZ:IN ; XT:Kulmatycki, Bryn AEST:IN ; XT:Hamilton, Jim CITZ:IN ; XT:Graeme, Angus CITZ:IN ; XT:Patel, Ajay CITZ:IN ; XT:Vogt, Paul AEST:IN ; XT:Blouw, Max CITZ:IN ; XT:Fairbairn, Brett CITZ:IN ; sjo@ubc.ca; 'XT:' ; XT:Johnson - SFU, Joy AEST:IN ; XT:President, UVIC CITZ:IN ; XT:Payne, Geoffrey CITZ:IN ; XT:Steenkamp, Philip CITZ:IN ; 'Blair Littler' ; 'Ciceri, Robin' ; XT:Wittenberg, Ruth CITZ:IN ; XT:Saucier, Deborah CITZ:IN ; XT:Siddall, Gillian CITZ:IN ; XT:MacLean, Joanne CITZ:IN ; XT:Davis, Alan CITZ:IN ; XT:Kinloch, Kathy CITZ:IN ; XT:Dangerfield, Paul CITZ:IN ; XT:Tarko, Michel CITZ:IN ; XT:Tourand, Ken FIN:IN ; XT:Denton, Kathy CITZ:IN

Cc: Loughran, Tony D AEST:EX ; Lemmer, Nicola I AEST:EX ; Brewster, Kevin AEST:EX ; Baskerville, Shannon AEST:EX ; Muir, Julie AEST:EX

Subject: Follow up: PSI Plans for Student Communities during COVID

Thank you for a very constructive conversation during our meeting on Wednesday this week.

Once again, the Ministry greatly appreciates your institution's hard work over the summer months to prepare students for learning continuity this Fall semester. Your efforts have already proven to be enormous contributions to British Columbia's economy and to the re-normalization of activity for students. We support you in continuing this important work in a steady and careful way.

It is in this context of COVID-19 recovery, the Ministry would like to receive a high level summary of your plans to steadily increase in-person learning and maintain an active student experience over the next 12 month period while respecting guidance from Provincial Health Officer, and as outlined in the recently updated Go-Forward Guidelines. To help you in sharing information on your plans with the ministry, I have attached two templates for both expected high-level plans.

In your response please identify initiatives and/or examples your institution has been doing to support students during COVID-19, support in-person instruction, and the steps you've taken to achieve these successes.

I ask that you submit the plans to each of the ministry leads (Kevin Brewster or Nicola Lemmer) identified in the attached templates **by October 30, 2020**. Please feel free to contact Kevin or Nicola, or myself directly, if you have any questions or require additional clarification.

I want to thank you again for your continued leadership and proactive engagement with the Ministry throughout this unprecedented time.

Best,

Shannon

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Cabinet Confidences; Advice/Recommendations

30/60/90 DAY DECISION NOTE

Issue:

- Approval of Industry Training Authority (ITA) 2021/22 Mandate Letter
- **30 Day Minister Approval**

Background:

- As the Ministry responsible for crown oversight of the ITA, the ITA's 2021/22 annual Crown Agency Mandate Letter must be reviewed and approved by the Minister.
- The annual ITA Mandate Letter sets out overarching government priorities that will inform the ITA's policies and programs, as well as specific direction on priorities and expectations for the coming fiscal year. Each ITA board member is required to sign the Mandate Letter to acknowledge government's direction for the organization.
- The ITA is expected to incorporate the Mandate Letter priorities into its goals, objectives and performance measures in its 2021/22 Service Plan.
- The document requires Minister approval to meet the Crown Agency Board Resource Office timelines, including Cabinet Committee approval.
- The timeline for having the Mandate Letter reviewed by Cabinet Committee will be determined by Cabinet Operations and will likely be within the first 60-90 days of government. The Minister will then be presented with the Mandate Letter to sign once it is confirmed by Cabinet Record of Decisions.
- The signed Mandate Letter will be posted publicly on the ITA's website on Budget Day to coincide with the release of the ITA's Service Plan. The final report will be published with public accounts, following which it will be posted on the ITA and ministry websites.
- Priorities underway in the current Mandate Letter include:
 - Developing policies and training programs that align with DRIPA and TRC Calls to Action;
 - Implementing initiatives that support apprentices in achieving the skill levels they need to be successful;
 - Advancing technology in trades training;
 - Exploring which trades could benefit from Mandatory Certification; and
 - Implementing a system-wide performance management plan.
- New Mandate Letter considerations that align with government priorities could include:

Cabinet Confidences; Advice/Recommendations

Decision required:

- **30-day issue**
- Minister approval of ITA Mandate Letter. The date may be set by Cabinet within the first 30 days of government.



Date: January 10, 2020

Cynthia Oliver, Chair
Industry Training Authority
8th Floor-8100 Granville Avenue
Richmond, BC V6Y 3T6

Dear Ms. Cynthia Oliver:

I would like to extend appreciation on behalf of Premier Horgan and the Executive Council for your dedication, and that of your board members, in leading your organization and helping government deliver on our priorities to British Columbians.

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

Every public sector organization is accountable to the citizens of British Columbia. The expectations of B.C. citizens are identified through their elected representatives, the members of the Legislative Assembly.

This mandate letter, which I am sending in my capacity as Minister responsible for the Industry Training Authority, on behalf of the Executive Council, communicates those expectations for your agency. It sets out overarching government priorities that will inform your agency's policies and programs, as well as specific direction on priorities and expectations for the coming fiscal year.

Our goal is to build a strong, sustainable economy that works for everyone. We are committed to working with you and other Crown Agencies to provide quality, cost-effective services to British Columbia families and businesses. By adopting the Gender-Based Analysis Plus (GBA+) lens and Framework for Improving British Columbians' Standard of Living to policy development, we will ensure that equity is reflected in government budgets, policies and programs. You are encouraged to apply the GBA+ lens in your Crown Agency operations and programs. In the same vein, appointments to agencies, boards and commissions reflect government's direction to promote equity and leadership at senior levels in the public and private sectors, with a view to building strong public sector boards that reflect the diversity of British Columbia.

Two key priorities that will underpin lasting prosperity are advancing reconciliation with Indigenous Peoples and moving towards a low-carbon economy.



In November 2019, government passed the *Declaration on the Rights of Indigenous Peoples Act* which represents a crucial step towards true and lasting reconciliation. In keeping with the Calls to Action of the Truth and Reconciliation Commission, the Act was developed in collaboration with the First Nations Leadership Council to create a framework for reconciliation in B.C. All Crown Agencies are expected to incorporate the *Declaration on the Rights of Indigenous Peoples Act* and Calls to Action of the Truth and Reconciliation Commission within their specific mandate and context.

Announced in December 2018, the CleanBC plan puts our province on the path to a cleaner, better future – with a low-carbon economy that creates opportunities while protecting our clean air, land and water. As part of the new accountability framework established in CleanBC, and consistent with the *Climate Change Accountability Act*, please ensure your organization plans to align operations with targets and strategies for minimizing greenhouse gas emissions and managing climate change risk. Please be prepared to work with government to report out on these plans and activities.

The Crown Agencies and Board Resourcing Office (CABRO), with the Ministry of Finance, will continue to support you and your board on recruitment and appointments as needed, and will be expanding professional development opportunities in 2020/21. This will include online training modules and in-person conferences, as government works to support strong public sector boards that reflect the diversity of British Columbia.

Finally, having Canada's Digital Supercluster located in British Columbia creates an opportunity for industries, government ministries, crown agencies, public institutions and non-government organizations to collaborate in digital research and development projects. Should the Industry Training Authority intend to participate in or be a funding partner for Digital Supercluster projects, you are asked to work closely with the Ministry of Advanced Education, Skills and Training staff to ensure that investments are aligned with Government's priorities and wherever possible undertaken collectively with partner ministries and organizations. The Ministry of Advanced Education, Skills and Training will work with the Deputy Minister's Committee on the Digital Supercluster to ensure that projects are coordinated effectively across government.

As the Minister Responsible for the Industry Training Authority, I expect that you will make substantive progress on the following priorities and incorporate them in the goals, objectives and performance measures in your 2020/21 Service Plan:

1. Work with government, system partners¹ and communities across B.C. to co-develop policies and training programs that align with the *Declaration on the Rights of Indigenous Peoples Act* and the TRC Calls to Action; are inclusive and welcoming to women, Indigenous people, youth and under-represented groups; and contribute to building a trades training and apprenticeship system reflective of B.C.'s diverse population.
2. Work with system partners to develop a system-wide apprenticeship completion framework that explores factors that influence non-completion, recognizes system

¹ Trades Training System Partners include: Industry associations; organized labour associations; Indigenous communities; public post-secondary Institutions (represented by the Trades Training Consortium of BC); non-public trainers; and employer sponsors.



partner accountabilities; and identifies opportunities for ITA, with partners, to enhance existing policies and programs to expedite training and improve completions for apprentices.

3. Work closely with government and system partners to implement initiatives that will support apprentices in achieving the skill levels they need to be successful in evolving trades occupations and keep pace with technological advancements. Specifically, but not limited to:
 - work with industry and training providers to advance technology in trades training that supports future learners.
 - support government in exploring which trades could benefit from Mandatory Certification to ensure trades occupations are equivalent to post-secondary degree occupations and that trade workers have a standard level of skill to be well positioned for future job openings.
 - support government in implementing effective apprentice ratios on public infrastructure projects that provide apprentices opportunities to gain high quality on-the-job training.
4. Strengthen overall trades training system performance and outcomes through implementation of a system-wide performance management plan that incorporates strong accountabilities for system partners; greater transparent public reporting of training system performance (e.g. disaggregated completion rates; foundation program outcomes; progression between levels); and enhanced reporting and analysis that utilizes data available from across government and system partners.

Each board member is required to sign the Mandate Letter to acknowledge government's direction to your organization. The signed Mandate Letter is to be posted publicly on your organization's website in spring 2020.

I look forward to continuing to work with you and your Board colleagues to build a better B.C.

Sincerely,

Minister Melanie Mark




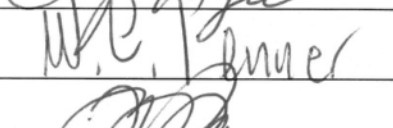
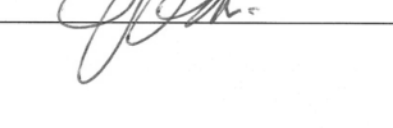


Date: January 9, 2020

Enclosure



cc: Honourable John Horgan, Premier
Mr. Don Wright, Deputy Minister to the Premier and Cabinet Secretary
Ms. Lori Wanamaker, Deputy Minister of Finance
Ms. Heather Wood, Associate Deputy Minister and Secretary to Treasury Board
Ms. Shannon Baskerville, Deputy Minister of Advanced Education, Skills and Training
Mr. Robert Davis, Director, Industry Training Authority
Mr. Laird Cronk, Director, Industry Training Authority
Mr. Peter Baker, Director, Industry Training Authority
Mr. Thomas Nyce, Director, Industry Training Authority
Mr. Wally Penner, Director, Industry Training Authority
Ms. Tracey MacKinnon, Director, Industry Training Authority
Ms. Shelley Gray, Chief Executive Officer, Industry Training Authority



Board Member	Signature
Cynthia Oliver, Chair	
Robert Davis, Director	
Laird Cronk, Director	
Peter Baker, Director	
Thomas Nyce, Director	
Wally Penner, Director	
Tracey MacKinnon, Director	

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30/60/90 DAY DECISION NOTE

Issue:

- Direction on 2021/22 Mandate Letter to the B.C. Council for International Education (BCCIE)
- **60 Day Issue**

Background:

- BCCIE was established as a crown corporation in 2012 and currently receives \$1.5 million annually from the Ministry to develop markets, promote B.C. as a study destination, and help build sector capacity to deliver quality international programs and recruit students (see attachment 1 — 2020/21 mandate direction.)
- International tuition is a \$1.3-billion revenue source for public post-secondary institutions. International students spend \$6.6 billion annually in B.C. and support 53,400 B.C. jobs.
- COVID-19 travel restrictions disrupted international student enrolment at B.C. public and private Post-Secondary Institutions (PSIs), impacting revenues and financial sustainability of some PSIs.
- The restrictions also impacted BCCIE's ability to provide a physical presence to represent B.C. abroad, develop new partnerships, lead overseas missions, and hold or host international events.
- In response, BCCIE has redirected its work to support institutions in virtual student recruitment fairs, hosting online partner-development events with target markets (Jalisco, Mexico – September 2020), and developing plans to help retain public PSI international enrolment in 2021.
- These activities are intended to sustain connections to key international partners and support system coordination within the B.C. post-secondary and K-12 sector during the COVID-19 pandemic. However, with the ongoing impacts of COVID-19 on international travel restrictions, there could be an opportunity to reallocate investment in BCCIE towards ministry international education priorities.
- Advice/Recommendations

Decision required:

- Initiate a mandate and performance review of BCCIE to determine future role of BCCIE and guide development of 2021/22 mandate letter.

Attachment: Strategic priorities in the 2020/2021 BCCIE Mandate Letter

Attachment 1 - Strategic priorities in the 2020/2021 BCCIE Mandate Letter:

1. Supporting British Columbia's K-12 schools and post-secondary institutions in the Indigenization of the international education sector to foster greater awareness of the history of Indigenous peoples in British Columbia and Canada among international students. This work is to incorporate the *Declaration on the Rights of Indigenous Peoples Act* and Calls to Action of the Truth and Reconciliation Commission.
2. Continuing to support Government's development and implementation of an international education framework to ensure a balanced approach that puts students first and benefits all British Columbia communities.
3. Supporting school districts, post-secondary institutions and the Government of British Columbia to diversify source countries of inbound students through targeted international engagement and partnership development.
4. Supporting the participation and engagement of British Columbia students and educators in international education and applied learning opportunities abroad to increase two-way flow of global experiences.
5. Delivering targeted intercultural training and internationalization workshops for students, faculty, and staff of school districts and post-secondary institutions in British Columbia to ensure positive education outcomes.
6. Supporting school districts and post-secondary institutions in regions outside the Lower Mainland to build their capacity to engage in international education in a way that enhances British Columbia's reputation for high-quality education and learner success.
7. Increasing publicly available information to support the international student experience in British Columbia.

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Cabinet Confidences; Advice/Recommendations

ORDER IN COUNCIL APPOINTMENTS REQUIRED WITHIN 90 DAYS

Position	Institution	Authority for Appointment	Expiry Date	Cabinet Confidences; Advice/Recommendations
Governor	Justice Institute of B.C.	<i>College and Institute Act</i> , R.S.B.C. 1996, s. 9 (2) (a)	Dec 31/ 2020	
Governor x 4	Nicola Valley Institute of Technology	<i>College and Institute Act</i> , R.S.B.C. 1996, s. 9 (1) (a)	Dec 31/ 2020	
Governor	Selkirk College	<i>College and Institute Act</i> , R.S.B.C. 1996, s. 9 (1) (a)	December 31/2020	
Governor	Royal Roads University	<i>Royal Roads University Act</i> , R.S.B.C. 1996, s. 5 (c) and 6 (1)	July 31/2020	
Governor	Simon Fraser University	<i>University Act</i> , R.S.B.C. 1996, s. 19 (1) (d)	December 31/ 2020	
Governor	University of British Columbia	<i>University Act</i> , R.S.B.C. 1996, s. 19 (2) (e)	June 20/2020	
Governor	University of British Columbia	<i>University Act</i> , R.S.B.C. 1996, s. 19 (2) (e)	Dec 31/ 2020	
Governor – Alumni Member	Vancouver Island University	<i>University Act</i> , R.S.B.C. 1996, s. 19 (1) (d)	Jun 26/2020	
Examiner	BC Registered Music Teachers Association	<i>Music Teachers (Registered) Act</i> , R.S.B.C. 1996, s. 9(2)	November 4/2020	
Member	Chartered Professional Accountants of British Columbia	<i>Chartered Professional Accountants Act</i> , S.B.C. 2015, s. 4(1)(b)	December 31/ 2020	

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30/60/90 DAY DECISION NOTE

Issue:

- Overview of the Ministry of Advanced Education, Skills and Training's Annual 10-Year Capital Plan submission process.
- **60 Day Decision Request: Minister's approval of the 10-Year Public Post-Secondary Capital Plan submission.**
- **Budget 2021 item: Part of Budget 2021 capital budget cycle**

Background:

- As part of government's annual capital budget process, the Ministry updates its 10-Year Capital Plan and submits it to Treasury Board (TB), following TB instructions.

Cabinet Confidences;
Cabinet Confidences; Advice/Recommendations

Cabinet Confidences; Advice/Recommendations

Decision required:

- Minister to review and approve the Ministry's 10-Year Capital Plan prior to submission to Treasury Board
Cabinet Confidences;
Advice/Recommendations

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30/60/90 DAY DECISION NOTE

Issue:

- Increasing access to high-demand jobs through development of micro-credentials in B.C.'s public post-secondary system
- **60 Day Budget 2020/21**
- **Budget 2021 item**

Background:

- A request for funding to develop and implement Micro-credentials was included in the *Investing in People for Economic Recovery* Cabinet submission prepared for the former government.
- \$2 M was approved to support the initial development and implementation of 10 micro-credentials.
- In addition, Treasury Board asked AEST to incorporate a request for additional funding as part of Budget 2021.
- As a result of COVID-19, British Columbia has seen unprecedented employment losses and a large proportion of these jobs will not return. Many workers impacted by COVID-19 will require re-skilling and up-skilling in order to access and transition to high opportunity occupations and fully participate in the post-pandemic economic recovery.
- Micro-credentials are targeted, short duration, formally recognized courses that are specially designed to be responsive to labour market needs, targeting high-demand occupations. They will provide British Columbians with quick and low-cost access to high quality education pathways and good jobs.
- Micro-credentials also enable access to post-secondary education for non-traditional and under-represented populations.
- AEST will develop a B.C. Micro-credential Framework which will be ready by the start of fiscal 2021/22 to guide coordinated development of further micro-credentials.
- Development of the Framework will include engagement with numerous ministries, post-secondary institutions and key industry organizations.

Decision required:

Cabinet Confidences; Advice/Recommendations

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30/60/90 DAY DECISION NOTE

Issue:

- Extension of temporary of StudentAid BC COVID-19 measures
- **60 Day Cabinet/Treasury Board decision**
- **Budget 2021 item**

Background:

- COVID-19 interrupted post-secondary education for over 60,000 students receiving financial assistance and caused a large-scale transition from in-person to online learning in March 2020.
- In July 2020, government approved temporary policy changes for the 2020/21 Student Financial Aid (SFA) program year to address barriers to eligibility for students studying online at B.C. public and private post-secondary institutions (PSIs) and seeking SFA to resume studies for periods less than 12 weeks.
- Government approved access to contingencies in 2020/21 of up to \$0.9M to cover Ministry of Finance operating costs associated with administration of the student loan portfolio and anticipated increase in SFA demand due to the temporary changes.

Cabinet Confidences; Advice/Recommendations

Decision required:

- AEST requires government direction on continuation of the temporary online and short study period policy changes to prepare and implement the 2021/22 SFA program year. The SFA application will launch for students in late spring/early summer 2021.

Cabinet Confidences; Advice/Recommendations

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Indigenous Skills Training and Education.....	53
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ECONOMIC RECOVERY PROPOSAL

Project Name	Targeted Training for Health and Human Service Workers
Description	<p>In partnership with the Ministry of Health's Health Career Access Program (HCAP), fund post-secondary institutions to provide a fully supported work integrated learning pathway for Health Care Support Workers to become Health Care Assistants.</p> <p>As well, fund post-secondary institutions to provide Early Childhood Educator and Community Mental Health Worker (CMHW) training to support high opportunity employment in areas of labour force demand.</p>
DM / ADM Lead	Shannon Baskerville / Nicola Lemmer

DELIVERABLES	<ul style="list-style-type: none"> Health Care Assistant (HCA) Training: deliver 600 HCA seats (first phase) to match hiring of 3000 Health Care Support Workers throughout BC. Early Childhood Educator (ECE) Training: deliver up to 180 ECE seats. Community Mental Health Worker Training: deliver up to 80 CWRG seats.
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PROJECT BUDGET & EXPENDITURE	
Total Project Budget: \$10.66M	Total Committed / Spend to date: Government _____ Financial _____

MILESTONES		
Activity	Completion Date	Status
Initial consultations with partner ministries and PSIs	Sept. 9/20	Complete
Determine rough regional HCA distribution & hiring trajectory	Advice/Recommendations	
Launch 4-5 early adopter HCA Partnership Pathway programs		
ECE and CMHW seats: call for proposals; issue all funding letters		
Finalize HCA FTE targets and funding across PSIs with MoH		
Launch first phase of HCA-PP, ECE and CMHW programs		

IMPLEMENTATION UPDATE / ISSUES
<ul style="list-style-type: none"> ECE training: confirmed to deliver 108 ECE seats with an emphasis on rural and remote, and work integrated learning delivery. Funding of \$1.26M issued Nov 2020. CMHW training: confirmed to deliver 85 ECE seats. Funding of \$800K issued Nov 2020. <p>Advice/Recommendations</p>
<ul style="list-style-type: none"> Working with MoH on regional distribution planning and hiring schedule trajectory. Collaborating with partners on Model Frameworks, Clinical Instruction, and Partnership Development Working Groups. <p>Advice/Recommendations</p>

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ECONOMIC RECOVERY PROPOSAL

Project Name	Micro-credential Initiative
Description	Develop and deliver short-term post-secondary training that leads to a micro-credential, enabling people to re-skill or up-skill for work in high demand sectors.
DM / ADM Lead	Shannon Baskerville / Nicola Lemmer

DELIVERABLES	<ul style="list-style-type: none"> - 10 micro-credentials developed and available for enrollment by January 31, 2021 (and sooner). - 2000 individuals have completed micro-credentials by March 31, 2021. - A recognized B.C. micro-credential framework enabling post-secondary transferability and laddering for full provincial implementation by March 31, 2021.
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PROJECT BUDGET & EXPENDITURE			
Total Project Budget: \$4.0 Million		Total Project Committed/Spent to date: Government Financial Information	
<ul style="list-style-type: none"> • Provincial recovery: \$2M 		<ul style="list-style-type: none"> • Committed/Spent to date: Government Financial Information 	
<ul style="list-style-type: none"> • Federal WDA funding: \$2M 		<ul style="list-style-type: none"> • Committed/Spent to date: Government Financial Information 	

MILESTONES		
Activity	Completion Date	Status
1. Identify and Implement 10 High-Demand Micro-Credentials (MCs)		
Receive short-form proposals from PSIs for MCs	October 5/20	Complete
MCs selected and funding committed	October 23/20	Complete
10 MCs developed and available for enrollment	Advice/Recommendations	
2000 individuals have completed MCs		
Complete evaluation of development and implementation of 10 MCs (expanding up to 25)		
2. Develop a B.C. Micro-credential Framework		
Framework Working Group Established		
Draft Framework Developed. Broader engagement commences.		
MC Framework Finalized		

KEY IMPLEMENTATION UPDATE / ISSUES
<ul style="list-style-type: none"> • Accessed \$2M Workforce Development Agreement (WDA) funding to support a total of 25 micro-credentials. Will enable laddering to further education/credentials and support collaboration with employers and industry. • Microcredentials selected fall under 5 key labour market opportunity themes: 1) Clean BC / Climate Action (e.g., Environmental Protection); 2) Technology and Emerging Economy (e.g., Mass Timber); 3) Health and Human Services (e.g., Home Support); 4) Construction / Maintenance (e.g., Renewable energy fundamentals; COVID-19 Building Maintenance).

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ECONOMIC RECOVERY PROPOSAL

Project Name	Short-Term Skills Training for Economic Recovery
Description	Deliver short-term (under 52 weeks) skills training through third-party training providers to people whose employment opportunities have been impacted by COVID-19.
DM / ADM Lead	Shannon Baskerville / Bindi Sawchuk

DELIVERABLES	Govern in short-term skills training projects delivered to support people whose employment has been impacted by COVID-19 and contribute to economic recovery
---------------------	--

PROJECT BUDGET & EXPENDITURE	
Total Project Budget	Total Committed to Date

MILESTONES		
Activity	Completion Date	Status
1. Design program – criteria, evaluation	October 1	Complete
2. Launch program	October 1	Complete
3. Modify operations (processes, systems) as needed	October 8	Complete
4. Open to applications	October 8	Complete
5. Hire and train staff	November 9	Complete
6. Engage with key ministries/stakeholders	Ongoing	In progress
7. Monitor, assess and adjust as needed	Ongoing	In progress

IMPLEMENTATION UPDATE / ISSUES
<ul style="list-style-type: none"> Government Financial Information AEST continues to meet with potential applicants to promote the program, and social media is being utilized to increase awareness. AEST will continue to promote the program to training providers across the province.

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ECONOMIC RECOVERY PROPOSAL

Project Name	Indigenous Skills Training and Education Program One-Time Expansion
Description	Working with Indigenous partners and First Nations to deliver more skills training and education programming in Indigenous communities (First Nations, Métis Chartered Communities, and Friendship Centres) to increase skills and employment opportunities and support community economic recovery.
DM / ADM	Shannon Baskerville / Bindi Sawchuk

DELIVERABLES	Government funding lift to support Indigenous communities and people to recover from COVID-19 through skills training and education programming
---------------------	---

PROJECT BUDGET & EXPENDITURE	
Total Project Budget: Government	Total Committed to date: Government

MILESTONES		
Activity	Completion Date	Status
1. Develop materials to engage with Indigenous partners	September 25	Completed
2. Meet with Indigenous partners to explore delivery options	October 7	Completed
3. Advise Indigenous communities about funding and invite input on needs and capacity	October 6	Completed
4. Develop delivery options, working with partners & others	October 23	Completed
5. Implement, working with partners	October 26	In progress
6. Modify / negotiate agreements (program spending begins)	November 9	In progress
7. Hire and train staff	November 9	Completed
8. Engage with other key ministries	Ongoing	In progress
9. Monitor, assess and adjust implementation as needed	Ongoing	Not started

IMPLEMENTATION UPDATE / ISSUES
<ul style="list-style-type: none"> Implementation is underway and on track. Full Government is notionally allocated. <ul style="list-style-type: none"> Government delivered to First Nations communities through the First Nations Education Steering Committee (FNESC). Government delivered directly through First Nations communities (or their designated representative), Métis Nation BC and BC Association of Aboriginal Friendship Centres.

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ECONOMIC RECOVERY PROPOSAL

Project Name	(New) Canada / BC Workforce Development Agreement (WDA) One-Time Recovery Funding
Description	Federal government committed one-time \$212M on October 19, 2020 through the WDA to support training and employment supports for unemployed and employed people, particularly in sectors most impacted by COVID-19. 68% of the funding (\$145M) must be expended by March 31, 2021; 20% carry-over of the full 2020/21 allocation to 2021/22 (\$67M). PWD funding (SDPR led) \$59M.
DM / ADM Lead	Shannon Baskerville / Bindi Sawchuk

DELIVERABLES	Spending plan will target funding to meet unmet training and employment needs of people most impacted by COVID-19 and to ensure vulnerable people are not left behind as the economy recovers. Due to federal requirements, spending plan will leverage existing partnerships and delivery mechanisms where possible.
---------------------	---

PROJECT BUDGET & EXPENDITURE	
Total Budget: \$212M (\$145M 2020/21; \$67M 2021/22)	Total Committed / Spend to date ^{Government}

MILESTONES		
Activity	Completion Date	Status
1. DM Approved Spending Plan (AEST & SDPR)	Oct 30, 2020	Completed
2. Approval of Spending Plan – TB Submission	Nov 6, 2020	Completed
3. Begin implementation of Spending Plan	Advice/Recommendations	
4. Monitor implementation milestones by initiative		
5. Report back to Treasury Board		

IMPLEMENTATION UPDATE / ISSUES
<ul style="list-style-type: none"> TBS has approved most of the WDA Spending Plan ^{Cabinet Confidences; Advice/Recommendations; Government Financial Information} Cabinet Confidences; Advice/Recommendations; Government Financial Information Timelines to determine alternate spending plan initiatives and delivery are very tight given federal spending requirements for 2020/21. Advice/Recommendations

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ADDITIONAL WORKFORCE DEVELOPMENT AGREEMENT FUNDING

On September 25, 2020, Canada offered BC new temporary flexibilities under the Labour Market Transfer Agreements (LMTA), and additional one-time funding under the Workforce Development Agreement (WDA) totalling \$212.37 million.

The additional one-time funding under the WDA provides an opportunity to make targeted investments in skills training and employment services to support the Province's COVID-19 economic recovery plan. The Ministries of Advanced Education, Skills and Training (AEST) and Social Development and Poverty Reduction (SDPR), with partners and service providers, serve a diverse range of British Columbians under the WDA, and are well-positioned to increase funding and service delivery in 2020/21 and 2021/22 to support more people and sectors through economic recovery.

AEST and SDPR have co-developed a WDA Spending Plan to guide investments to ensure programming is complementary and coordinated. As part of an inclusive economic recovery plan for British Columbia, AEST and SDPR sought approval of this spending plan from the Minister of Finance for up to \$212.37 million over 2020/21 and 2021/22 to support skills training and employment services initiatives.

Summary – (See Attachment 1 for individual proposals by Key Area):

Proposed - WDA Spending Plan – Key Areas	2020/21	2021/22	Total
1. Services & Supports for Vulnerable Populations	Government Financial Information		
2. Services & Supports for Indigenous Peoples			
3. Services & Supports for Hardest-hit Sectors and Impacted Workers/Youth			
4. Services & Supports for Persons with Disabilities			
5. Research and Administration			
Proposed TOTAL:			
Approved TOTAL:	\$124.36M	\$61.00M	\$185.35M
See Attachment 2 for proposals not approved at this time			

Expenditure plans for approved proposals are being expedited.

Date: November 17, 2020

Attachment 1: Detailed initiatives approved by the Minister of Finance for expenditure

Attachment 2: Initiatives not approved by the Minister of Finance at this time

Attachment 1 - Detailed initiatives approved by the Minister of Finance for expenditure

Initiative	2020/21 funding (\$M)	2021/22 funding (\$M)	Number of people served
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Government Financial Information

Initiative	2020/21 funding (\$M)	2021/22 funding (\$M)	Number of people served
Government Financial Information			

Attachment 2 - Initiatives not approved by the Minister of Finance at this time

Proposed Initiatives not approved at this time	2020/21 funding (\$M)	2021/22 funding (\$M)	Number of people served

Cabinet Confidences; Advice/Recommendations; Government Financial Information

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BRIEFING NOTE

CROWN AGENCIES

Name: Industry Training Authority (ITA)

Legislative Authority: Industry Training Authority Act

Mandate: The ITA was established in March 2004 as a Crown corporation under the Industry Training Authority Act (ITA Act) and replaced the Industry Training and Apprenticeship Commission (ITAC). The ITA Act, which was updated in 2016, sets out the purpose of the ITA to:

1. Manage and support an industry training and apprenticeship system in BC;
2. Ensure that the system meets the Province's need for skilled workers;
3. Work with government to achieve the government's objectives respecting the industry training and apprenticeship system; and
4. Promote industry training programs.

Core Funding: In 2020/21 the ITA received \$98.877 million. Preliminary budgets for 2021/22 (\$98.877 million) and 2022/23 (\$98.331 million).

Current Appointees: ITA Board of Directors

Name	Organization/Position	End Date
Cindy Oliver (Chair)	Chair of the Working Opportunity Fund Board Speaker/Deputy Speaker for the Canadian Association of University Teachers	May 1, 2022
Peter Baker	Squamish Nation, Director Title and Rights	May 1, 2021
Thomas Nyce	Gilwa Consulting, Lead Consultant	May 1, 2021
Bob Davis	Kwantlen Polytechnic University, President Faculty Association	May 1, 2022
Laird Cronk	BC Federation of Labour, President	May 1, 2022
Tracey MacKinnon	LNG Canada, Workforce Development Manager	May 1, 2022
Wally Penner	Previously with the Columbia Power Corporation	May 1, 2022
Mary-Ann Bowcott	Westcom Plumbing and Gas Ltd., Chief Executive Officer	May 1, 2021
Michelle Bryant	Ridley Terminals, Corporate Affairs Manager	May 1, 2021

Appointments required:

- Four board member's appointments expire on May 1, 2021. The appointment of these current board members will need to be extended or new board members appointed on or before May 21, 2021.

Issues:

- **2021/22 Mandate Letter (90 day issue):** Approval of Industry Training Authority (ITA) 2021/22 Mandate Letter will be required in the first 60-90 days of government.
- **Apprenticeship Recognition Month (30 day issue):** Approval for government's annual recognition of apprenticeship by formal proclamation. This is typically held in November each year and a decision is required whether to proceed with Apprenticeship Recognition Month, and when.

Key Contact:

Name: Bindi Sawchuk

Title: Assistant Deputy Minister

Phone: Government
Financial

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BRIEFING NOTE

CROWN AGENCIES

Name: **British Columbia Council for International Education (BCCIE)**

Legislative Authority: BCCIE is governed under the *Societies Act* and operates under its Constitution and Bylaws.

Mandate:

- BCCIE undertakes initiatives that support international education in British Columbia. It is the only provincial organization of its type in Canada dedicated to development of international education.
- The 2020/21 BCCIE Mandate Letter includes the following priorities:
 - Supporting B.C.'s K-12 schools and post-secondary institutions in the Indigenization of the international education sector to foster greater awareness of the history of Indigenous peoples;
 - Supporting Government's implementation of an international education framework;
 - Supporting diversification of source countries of inbound students;
 - Supporting the participation of B.C. students and educators in international education;
 - Delivering intercultural training and internationalization workshops for students/faculty/staff;
 - Supporting regions outside the Lower Mainland to build capacity in international education; and
 - Increasing publicly available information to support the international student experience in B.C.
- BCCIE receives \$1.5 million in annual operating funding from the Ministry of Advanced Education, Skills and Training, plus additional ad hoc project-based funding.

Current Appointees:

- The BCCIE Board is comprised of education sector representatives (K-12 public/independent, and public/private post-secondary). It also includes three senior government representatives.
- Board composition and appointment/nomination process is set out in the BCCIE bylaws. Directors are:

Name	Position	Organization Represented
Feroz Ali	President, ILAC Higher Education	Education Quality Assurance designated institutions
Selena Basi	Assistant Deputy Minister	Ministry of Jobs, Economic Development and Competitiveness
Sherri Bell	President & CEO, Camosun College	BC Colleges
Shawn Chisholm	Executive Director, FISA	Federation of Independent School Associations in BC
Keith Godin	Assistant Deputy Minister	Ministry of Education
Blair Littler	Vice President, RUCBC	Research Universities' Council of British Columbia
Tony Loughran	Executive Lead	Ministry of Advanced Education, Skills and Training
Neil Mort	President, Acsenda School of Management	Private Degree-Granting Post-Secondary Institutions
Michel Tarko	President and CEO, JIBC	BC Association of Institutes and Universities
Jordan Tinney	Superintendent & CEO, Surrey Schools	BC School Superintendents
Jay Yule	Superintendent	BC School Superintendents

Appointments required:

- N/A

Issue(s):

- **The 2021/22 BCCIE Mandate Letter will be renewed, for Cabinet approval, in the first 60 days.**

Key Contact: Tony Loughran, Executive Lead, Governance, Legislation and Corporate Planning Division, Ministry of Advanced Education, Skills and Training. Phone: 250-217-3245

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: British Columbia Institute of Technology

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- The British Columbia Institute of Technology (BCIT) is one of BC's largest public post-secondary institutions with more than 46,000 students (2018/19 academic year), offering over 300 programs and 1000 part-time courses in six general areas of study.
- Its mission is to support quality education and training to support student career goals and give BC the skills our economy needs, included partnering learners and industry for success through workforce development.
- BCIT has a provincial mandate and is the largest provider of apprenticeship, trades and technologist training in BC. Its student population is comprised of 87 per cent domestic students and 13 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to BCIT were \$156.7 million, approximately 43% of their total revenue.
- BCIT also participates in a collaborative university campus that combines the strengths of four academic institutions: Simon Fraser University, the University of British Columbia, and Emily Carr University of Art and Design to intersect arts, technology, and innovation with development.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Catherine A. Young	2014-05-29	2021-07-31	Order-in-Council
Ryan Peter Tones	2016-12-02	2021-07-31	Order-in-Council
Douglas George Eveneshen, Chair	2018-07-31	2021-07-31	Order-in-Council
Karin Rose Hunt	2019-12-31	2021-07-31	Order-in-Council
Robert Leslie Enns	2019-12-31	2021-07-31	Order-in-Council
Meredith Anne Sargent	2019-12-31	2021-07-31	Order-in-Council
Anne Harvey	2018-07-31	2022-07-31	Order-in-Council
Balwant Singh Sanghera	2018-07-31	2022-07-31	Order-in-Council
Daniel Stuart Reader	2018-12-31	2022-07-31	Order-in-Council
Marcia Braundy	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations

- Mass Timber Student Housing capital project.
- Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Camosun College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Established in 1971, Camosun College (CAM) is mandated to serve Southern Vancouver Island and the Gulf Islands.
- CAM provides upgrading, certificate, diploma, bachelor's degree, post-degree diploma and continuing education programs in over eight program areas and across two campuses.
- In the 2018/19 academic year, CAM enrolled over 21,000 full-time and part-time students, comprising of 90 per cent domestic students and 10 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to CAM were \$72.7 million, approximately 49% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Richard Stephen Margetts	2020-07-31	2021-07-31	Order-in-Council
Brent Palmer	2020-07-31	2021-07-31	Order-in-Council
Michael Mowbray Stubbing	2019-10-15	2021-07-31	Order-in-Council
Phillip Murray Venoit	2017-12-31	2021-07-31	Order-in-Council
Brenda McBain	2018-07-31	2021-07-31	Order-in-Council
Madhuri Parikh	2018-07-31	2021-07-31	Order-in-Council
Emily Sarah Rogers	2018-07-31	2021-07-31	Order-in-Council
Monty Marshall Bryant, Chair	2018-12-31	2021-07-31	Order-in-Council
Tanya Leslie Clarmont	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Capilano University

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- Capilano University (CAPU) is a teaching-focused university with a regional mandate to provide a broad range of programming.
- CAPU also delivers applied research and scholarly activities to support the programs of the institution.
- Founded in 1968 as Capilano College, CAPU became a provincially designated special purpose teaching university authorized by the University Act to offer baccalaureate- and master-level degrees in 2008.
- In 2018/19 academic year, CAPU served over 10,000 students in 94 programs, spanning five faculties and 17 schools, in addition to Continuing Studies programs.
- In addition, CAPU's overall student population was 72 per cent domestic students and 28 per cent international students.
- In the 19/20 fiscal year, total Provincial grants provided to CAPU were \$46.9 million, approximately 35% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Andrew Justin Petrozzi	2017-12-31	2021-07-31	Order-in-Council
Duncan K. Brown, Alumni	2017-12-31	2021-07-31	Order-in-Council
Lois Elaine Vader	2020-07-31	2021-07-31	Order-in-Council
Sonny Wong	2020-07-31	2021-07-31	Order-in-Council
Cherian (Cherry) Itty, Alumni, Chair	2016-07-31	2022-07-31	Order-in-Council
Ashraf Amin Amlani	2018-12-31	2022-07-31	Order-in-Council
Patricia M. Heintzman	2018-12-31	2022-07-31	Order-in-Council
Rodger Chi Hin So	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Coast Mountain College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Coast Mountain College (CMTN) is an accredited post-secondary institution that serves the northwest region of the province from Houston to Haida Gwaii.
- It offers a variety of programs including college access programs, health and human services, university credit programs, trades foundation and apprenticeship programs and the Freda Diesing School of Northwest Coast Art.
- Across six campuses, CMTN supported over 3,000 full-time and part-time students in the 2018/19 academic year.
- The CMTN student body is comprised of 92 per cent domestic students and 8 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to CMTN were \$24.7 million, approximately 67% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Ernie Chester Dusdal	2015-07-27	2021-07-31	Order-in-Council
Diane M. McRae	2018-03-21	2021-07-31	Order-in-Council
David R. Try, Interim Chair	2018-03-21	2021-07-31	Order-in-Council
Jolene S. Wesley	2018-03-21	2021-07-31	Order-in-Council
Mary L. Denton	2018-07-31	2022-07-31	Order-in-Council
David James Smith	2018-07-31	2022-07-31	Order-in-Council
Shannon McPhail	2017-12-31	2022-07-31	Order-in-Council
Nicole Elaine Halbauer	2017-12-31	2023-07-31	Order-in-Council

Appointments required:

- Nicole Halbauer is running for a seat in the provincial election. Should she be the successful candidate, the board will have one vacancy to address in the first 90 days. General policy is elected officials are not normally appointed to the governing boards of public sector organizations.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTIONS

Name: College of New Caledonia

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- The College of New Caledonia (CNC) is a community college dedicated to helping meet the adult and post-secondary educational needs of the Central Interior region of BC, and by contributing to its economic and social progress.
- With six campuses, serving an area approximately 117,500 square kilometers in size, or 12 per cent of the province, CNC offers over 90 programs, including health sciences, trades and technologies, social services, developmental, business, and university transfer studies.
- In the 2018/19 academic year, CNC enrolled over 8,000 students, comprising of 79 per cent domestic students and 21 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to CNC were \$39.0 million, approximately 49% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Lisa Elizabeth Scott	2020-07-31	2021-07-31	Order-in-Council
Thomas William Lewis	2020-07-31	2021-07-31	Order-in-Council
Wilfred Danny Marcel Marcotte	2017-02-01	2021-07-31	Order-in-Council
Shobha Kumari Sharma	2018-07-31	2021-07-31	Order-in-Council
Derek David Orr	2018-07-31	2021-07-31	Order-in-Council
Regina Marie Toth	2018-07-31	2021-07-31	Order-in-Council
Miranda Dawn Paterson	2018-12-04	2022-07-31	Order-in-Council
Gillain A. Malfair, Chair	2016-12-14	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: College of the Rockies

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Established in 1975, the College of the Rockies (CoTR) is a multi-campus college located in BC's Interior.
- The main campus is located in Cranbrook with regional campuses at Creston, Fernie, Golden, Invermere, and Kimberley.
- CoTR offers a full range of programs including skilled trades, university studies, adult upgrading, early childhood education, health and human services, business, office administration, tourism, recreation, fire services, continuing education and general community interest.
- Many programs are offered through non-traditional instructional methods, allowing the reach to extend beyond CoTR's geographical region.
- In the 2018/19 academic year, CoTR enrolled over 10,000 students, comprising of 94 per cent domestic students and 6 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to CoTR were \$23 million, approximately 53% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Darryl Hyde	2015-07-31	2021-07-31	Order-in-Council
Jared Darwin Gene Basil	2020-07-31	2021-07-31	Order-in-Council
Darlene Edith Trach	2020-07-31	2021-07-31	Order-in-Council
Nicolas Charles William Milligan	2020-07-31	2021-07-31	Order-in-Council
Amber Kathleen van Drielen	2020-07-31	2021-07-31	Order-in-Council
Ian Randal Macnair, Chair	2017-12-31	2021-07-31	Order-in-Council
Rodney M. Giles	2016-07-31	2022-07-31	Order-in-Council
(Lainee) Doreen Elaine Eccleston	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Douglas College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Centrally located in the Lower Mainland, Douglas College (DOUG) has a regional mandate to serve residents living north of the Fraser River from Burnaby to Maple Ridge.
- DOUG offers a wide range of applied programs at the certificate, diploma, degree, and post-degree level, as well as university transfer courses, associate degree programs, and developmental courses.
- In addition, DOUG has the largest number of degree and post-degree programs of any college in BC and also provides more than 50 program options through Continuing Education and Contract Training Services.
- In the 2018/19 academic year, DOUG enrolled over 25,000 students, comprising of 82 per cent domestic students and 18 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to DOUG were \$79.4 million, approximately 43% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Krisiti Louise Miller	2020-07-31	2021-07-31	Order-in-Council
Jodie Arlene Marjorie Wickens	2017-12-31	2021-07-31	Order-in-Council
Adel Abdulhafid Gamar	2017-12-31	2021-07-31	Order-in-Council
Maureen Diane Shaw	2018-07-31	2021-07-31	Order-in-Council
Eileen B. Stewart, Chair	2016-07-31	2022-07-31	Order-in-Council
Brian Roy Haugen	2018-07-31	2022-07-31	Order-in-Council
Rebecca Lynette Jules	2018-07-31	2022-07-31	Order-in-Council
Amardeep (Bobby) Singh Pawar	2018-07-31	2022-07-31	Order-in-Council
Susan Elizabeth Todd	2018-07-31	2023-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

- Not a member of BC Colleges.

Advice/Recommendations: Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Emily Carr University of Art and Design

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- Originally founded in 1925 (as the Vancouver School of Decorative and Applied Arts), Emily Carr University of Art and Design (ECUAD) is one of the oldest post-secondary institutions in British Columbia with a learning community devoted to excellence and innovation in visual arts, media arts and design.
- The University has a province-wide service mandate and is the only provincial institution dedicated to visual arts, media arts and design.
- ECUAD offers a range of degrees at the undergraduate and graduate levels to a student population of over 3,000 students (2018/19 academic year).
- The student body is comprised of 84 per cent domestic students and 16 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to ECUAD were \$24.6 million, approximately 51% of their total revenue.
- ECUAD also participates in a collaborative university campus that combines the strengths of four academic institutions: Simon Fraser University, the University of British Columbia, and the British Columbia Institute of Technology to intersect arts, technology, and innovation with development.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Vacancy			Order-in-Council
Vacancy			Order-in-Council
Kimberley Diane Peacock, Alumni, Chair	2015-07-31	2021-07-31	Order-in-Council
Esther Rausenberg	2018-07-31	2021-07-31	Order-in-Council
Keith Alexander Reynolds	2018-07-31	2021-07-31	Order-in-Council
Scott Hawthorn, Alumni	2016-07-31	2022-07-31	Order-in-Council
Keith Todd Kerrigan	2018-12-04	2022-07-31	Order-in-Council
Sonny R. L. Assu	2017-12-31	2023-07-31	Order-in-Council

Appointments required:

- **There are two vacancies to be addressed in the first 60 days.**

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Justice Institute of British Columbia

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (2) (a)*

Mandate:

- The Justice Institute of British Columbia (JIBC) has a provincial mandate to serve as BC's justice and public safety institution and is recognized provincially, nationally and internationally for innovative education and applied research.
- JIBC's programming is designed to provide the educational foundation required to enter practice and meet the ongoing professional development needs across careers in law enforcement, security, corrections, fire protection, paramedicine, and emergency management.
- In the 2018/19 academic year, JIBC enrolled over 36,000 students, comprising of 99 per cent domestic students and 1 per cent international students.
- Over half of the credentials JIBC awards are short term certificates.
- In 19/20 fiscal year, total Provincial grants provided to JIBC were \$26.5 million, approximately 49% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Laurel Douglas	2019-12-31	2020-12-31	Order-in-Council
Helen Szewello Allen	2020-07-31	2021-07-31	Order-in-Council
Mary Ellen Thorburn	2020-07-31	2021-07-31	Order-in-Council
Maria Demetra Preovolos	2018-07-31	2021-07-31	Order-in-Council
Constance Rita Kaweesi	2018-07-31	2021-07-31	Order-in-Council
Ralph Leonard Goerke	2018-10-19	2022-07-31	Order-in-Council
Samina Tajwar	2019-07-31	2022-07-31	Order-in-Council
John Stubbs	2019-07-31	2022-07-31	Order-in-Council
Stephen R. Gamble, Chair	2017-12-31	2023-07-31	Order-in-Council
Bernadette Ann Spence	2017-12-31	2023-07-31	Order-in-Council

Appointments required:

- There is one member eligible for reappointment in the first 60 days.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Tony Loughran
- Executive Lead, Governance, Legislation and Corporate Planning Division
- 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Kwantlen Polytechnic University

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- Kwantlen Polytechnic University (KPU), with its regional mandate, prides itself on providing an exceptional learning environment reinforced by small classes, engaged faculty, and hands-on interdisciplinary learning opportunities for all students.
- Over 21,000 students in the 2018/19 academic year took courses in a range of 145 programs, including apprenticeship training, certificates, diplomas, associate and bachelor's degrees, and post-baccalaureate and graduate credentials.
- The student body was comprised of 77 per cent domestic students and 23 per cent international students.
- KPU campuses are located in Metro Vancouver, Richmond, Surrey, Cloverdale and Langley.
- In 19/20 fiscal year, total Provincial grants provided to KPU were \$84.6 million, approximately 40% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Sandra Lynn Case, Chair	2015-12-17	2021-07-31	Order-in-Council
Amandeep Singh	2017-12-31	2021-07-31	Order-in-Council
Mohammed Singh Mahabub, Alumni	2017-12-31	2021-07-31	Order-in-Council
Ivy Chen	2020-07-31	2021-07-31	Order-in-Council
Jack King Tong Wong	2020-07-31	2021-07-31	Order-in-Council
Edward Michael McAdam, Alumni	2016-06-09	2022-06-09	Order-in-Council
Amos Mubunga Kambere	2018-07-31	2022-07-31	Order-in-Council
Rhiannon May Bennett	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- **Amandeep Singh is a running for a seat in the provincial election. Should he be the successful candidate, the board will have one vacancy to address in the first 90 days.** General policy is elected officials are not normally appointed to the governing boards of public sector organizations.

Issue(s): Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Langara College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Established as a public college in 1994, Langara College (LANG) provides accessible, high-quality undergraduate, career, and continuing educational programs and services that meet the needs of diverse learners and the communities it serves.
- LANG offers a comprehensive university transfer system that includes seven baccalaureate programs, 23 career programs and continuing studies in over 70 subject areas.
- The majority of LANG university transfer students go on to complete their undergraduate education at UBC.
- In the 2018/19 academic year, LANG enrolled almost 23,000 full-time and part-time students, comprising of 69 per cent domestic students and 31 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to LANG were \$57.8 million, approximately 32% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Scott Michael Murray	2020-07-31	2021-07-31	Order-in-Council
Cole Rheaume	2020-07-31	2021-07-31	Order-in-Council
Janelle Louise Dwyer	2017-12-31	2021-07-31	Order-in-Council
Ian Gordon Mass, Chair	2017-12-31	2021-07-31	Order-in-Council
Michal Jaworski	2018-07-31	2021-07-31	Order-in-Council
Akhtar Raza Mirani	2018-07-31	2021-07-31	Order-in-Council
Amardeep Singh Dhillon	2016-12-02	2022-07-31	Order-in-Council
Krishna Kaur Dhaliwal	2018-07-31	2022-07-31	Order-in-Council
Mary Lynn Baum	2018-12-31	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Nicola Valley Institute of Technology

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Nicola Valley Institute of Technology (NVIT) is an Aboriginal-governed institute with a mandate to serve Aboriginal learners throughout the province.
- It strives to offer programming that meets the needs of Indigenous students and communities.
- NVIT has campuses in Merritt and Vancouver and delivers programs on yearly average, in 30 different communities across the province.
- NVIT offers a range of certificates, diplomas, and associate degrees.
- The Institute also has the authority to jointly confer a Bachelor of Social Work Degree with Thompson Rivers University.
- In academic year 2018/19, NVIT's student body was approximately 1500 students with approximately 77% of NVIT's domestic students identifying as Aboriginal.
- In 19/20 fiscal year, total Provincial grants provided to NVIT were \$10.8 million, approximately 60% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Lennard Percy Joe	2019-10-28	2020-12-31	Order-in-Council NVIT's 5 Founding Communities
Maynard L. McRae	2017-12-31	2020-12-31	Order-in-Council NVIT's 5 Founding Communities
Melissa A. Louie	2017-12-31	2020-12-31	Order-in-Council BC Aboriginal member-at-large
Lindsay Jane Borrows	2017-12-31	2020-12-31	Order-in-Council BC Aboriginal member-at-large
William James Sterritt, Chair	2014-09-19	2021-07-31	Order-in-Council BC Aboriginal member-at-large
Paul A. Donald	2016-12-31	2021-12-31	Order-in-Council BC Aboriginal member-at-large
Sashia Mayleen Leung	2016-12-02	2021-12-31	Order-in-Council BC Aboriginal member-at-large
Terena V. Hunt	2016-07-31	2022-12-31	Order-in-Council BC Aboriginal member-at-large

Appointments required:

- **There are four members eligible for reappointment in the first 60 days.**

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: North Island College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- North Island College (NIC) is a comprehensive regional community college, which serves the people and communities across approximately 80,000 square kilometers of Vancouver Island and parts of the B.C. Central Coast from Bamfield to Bella Coola.
- NIC offers a full range of pathway and credentialed programming (with 90 credit programs and more than 900 individual courses) across four campuses, one learning centre, distance learning as well as many in-community programs throughout the region.
- NIC also offers four-year degrees in business administration and nursing (in partnership with Vancouver Island University) as well as short-term trades foundation and apprenticeship programs, technology programs, wide-ranging health and human services programs, business, tourism, fine art and design and sector-specific industry training programs and courses.
- In the 2018/19 academic year, NIC served over 8,000 students, comprising of 93 per cent domestic students and 7 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to NIC were \$33.4 million, approximately 65% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Jane Murphy	2015-07-31	2021-07-31	Order-in-Council
Ross Eugene Hunt	2018-07-31	2021-07-31	Order-in-Council
Barry A. Minaker	2018-07-31	2021-07-31	Order-in-Council
Eric John Mosley, Chair	2016-12-02	2021-07-31	Order-in-Council
Robert Everson	2016-02-25	2021-07-31	Order-in-Council
Sharlene Joyce Frank	2019-12-31	2021-07-31	Order-in-Council
Andrew (Arlo) Peter McCubbin	2019-07-31	2022-07-31	Order-in-Council
Valery Sheila Puetz	2019-07-31	2022-07-31	Order-in-Council
Patricia Mary Trasolini	2019-07-31	2022-07-31	Order-in-Council
Jane Marie Atherton	2017-12-31	2023-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Northern Lights College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Northern Lights College (NLC) is BC's Energy College, regionally mandated to serve northern BC from the Alaskan Panhandle to the Alberta border.
- Geographically, NLC serves a region of approximately 324,000 square kilometers, with its largest campuses in Dawson Creek and Fort St. John.
- Programming at NLC covers subject areas in business, health, education, social services, culture, trades, workforce development and continuing education.
- In the 2018/19 academic year, NLC enrolled over 3,000 full-time and part-time students, comprising of 79 per cent domestic students and 21 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to NLC were \$27.4 million, approximately 71% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Stephanie Goudie	2020-07-31	2021-07-31	Order-in-Council
Lorraine Audrey Archibald	2018-07-31	2021-07-31	Order-in-Council
Michael Neil Gilbert	2018-07-31	2021-07-31	Order-in-Council
Judy Ann Fox-McGuire	2018-07-31	2021-07-31	Order-in-Council
Sharon Lori McLeod	2016-12-14	2021-07-31	Order-in-Council
Karen Louise Mason-Bennett	2018-07-31	2022-07-31	Order-in-Council
Tyler J. Holte, Chair	2017-12-31	2023-07-31	Order-in-Council
Olu Donald Fajemisin	2017-12-31	2023-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Okanagan College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Okanagan College (OKAN) is mandated to serve the south-central region of the province.
- OKAN offers more than 130 programs that provide a wide variety of career, continuing education, applied degree, developmental, trades and technologies, university transfer, and vocational programs.
- Over the past 15 years, Okanagan College has become BC's second-largest trades training provider.
- In the 2018/19 academic year, OKAN served over 21,000 students, of which 91 per cent were domestic students and 9 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to OKAN were \$72.7 million, approximately 49% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
JoAnn Fowler	2020-07-31	2021-07-31	Order-in-Council
Andrea Sandra Alexander	2020-07-31	2021-07-31	Order-in-Council
Shelley Barbara Cook	2018-07-31	2021-07-31	Order-in-Council
Juliette Marie Cunningham	2018-07-31	2021-07-31	Order-in-Council
Tina Merrie Lee	2018-07-31	2021-07-31	Order-in-Council
Gloria A. Morgan, Chair	2016-06-30	2022-07-31	Order-in-Council
Dale Safinuk	2019-07-31	2022-07-31	Order-in-Council
Karley Ann Scott Rosowsky (Karley Scott)	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Royal Roads University

Legislative Authority: *Royal Roads University Act, R.S.B.C. 1996, ss. 5 (c) and 6 (1)*

Mandate:

- Royal Roads University (RRU) is mandated to provide innovative, high quality education province wide, focused on applied and professional learning for people wishing to advance in the workplace.
- Established by the provincial government in 1995 through the Royal Roads University Act, RRU's blended-learning model makes life-long learning and educational opportunities highly accessible and responsive to the labour market needs of BC.
- 2020/21 marks the university's 25th year as a public university.
- RRU offers over 4,000 students (2018/19 academic year) more than 50 degree (undergraduate, masters and doctoral), diploma and certificate programs, as well as a broad selection of non-credit certificate and executive development programs and non-credit courses.
- In 19/20 fiscal year, total Provincial grants provided to RRU were \$23.5 million, approximately 30% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Vacancy			Order-in-Council
Monique Gray Smith	2020-07-31	2021-07-31	Order-in-Council
Lori Anne Simcox	2017-12-31	2021-07-31	Order-in-Council
Nelson Chan Chair & Chancellor	2017-12-31	2021-07-31	Order-in-Council
David Allan Saunders	2019-12-31	2021-07-31	Order-in-Council
Geoffrey Francis Pearce	2019-03-12	2022-07-31	Order-in-Council

Appointments required:

- **There is one vacancy to be addressed in the first 60 days.**

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Selkirk College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Selkirk College (SEL) is a regional college located in the Selkirk Mountains in the southeast corner of BC.
- It offers programs that provide certificate, diploma, advanced diploma, degree, or on-the-job experience, as well as pathways to careers in trades and technical, environmental, business, health and human service careers.
- SEL has more than 60 programs and disciplines across five campuses and three learning centres.
- In the 2018/19 academic year, SEL enrolled over 10,000 students, comprising of 86 per cent domestic students and 14 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to SEL were \$34.8 million, approximately 61% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Bruce Allan LeRose, Q.C.	2016-11-07	2020-12-31	Order-in-Council
Audrey Repin	2018-07-31	2021-07-31	Order-in-Council
John Dutton	2018-07-31	2021-07-31	Order-in-Council
Arinder (Arry) Singh Dhillon	2019-07-31	2022-07-31	Order-in-Council
Kristine Louise Salikin	2018-07-31	2022-07-31	Order-in-Council
Margaret Elaine Sutherland	2018-07-31	2022-07-31	Order-in-Council
Scott Edward Weatherford, Chair	2017-02-01	2023-07-31	Order-in-Council
Daniel Francis Bradford	2018-07-31	2023-07-31	Order-in-Council

Appointments required:

- **One member is not seeking reappointment after his term expires on December 31, 2020. The upcoming vacancy should be addressed in the first 60 days.**

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Simon Fraser University

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- Established in 1965, Simon Fraser University (SFU) is committed to advancing knowledge through teaching, research, and community engagement.
- In the 2018/19 academic year, SFU enrolled over 34,000 full-time and part-time undergraduate and graduate students in eight Faculties, offering over 190 undergraduate degree programs and nearly 130 graduate degree programs.
- SFU is British Columbia's second largest research-intensive university and has three distinctive campuses, one in Burnaby, Vancouver and Surrey; each offering a distinctive model for education, research and community engagement.
- SFU also participates in a collaborative university campus that combines the strengths of four academic institutions: Emily Carr University of Art and Design, the University of British Columbia, and the British Columbia Institute of Technology to intersect arts, technology, and innovation with development.
- The overall student population was 77% domestic students and 23% international students.
- In 19/20 fiscal year, total Provincial grants provided to SFU was \$277.4 million, approximately 35% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Christopher W. Lewis, Chair	2014-12-31	2020-12-31	Order-in-Council
Denise Williams, Alumni	2017-12-31	2021-07-31	Order-in-Council
Elizabeth Angelica Berrios Hall	2018-07-31	2021-07-31	Order-in-Council
Paula Martin	2020-01-15	2021-07-31	Order-in-Council
Michael Cordoba, Alumni	2016-01-14	2022-01-14	Order-in-Council
James Brockwell Stewart	2016-10-21	2022-07-31	Order-in-Council
Joan Marie Young	2019-07-31	2022-07-31	Order-in-Council
Michele Lombardi	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- **There is an upcoming vacancy December 31, 2020, due to the member reaching his sixth year of service.** Under the University Act, a member holds office until their appointment is extended or in this case, a successor is appointed. The upcoming vacancy should be addressed in the first 60 days.

Issue(s):

Advice/Recommendations: Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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**BRIEFING NOTE
POST-SECONDARY INSTITUTION**

Name: Thompson Rivers University

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21 and the Thompson Rivers University Act, S.B.C. 2005, s.7*

Mandate:

- Thompson Rivers University (TRU) is a learner-centred, sustainable university that serves its regional learners and their communities through high quality and flexible education, training, research and scholarship.
- TRU also has a mandate to serve the open learning needs of the province.
- TRU evolved from a community college, into a university in 2005, as articulated in the Thompson Rivers University Act (2005) and based on amalgamating the University College of the Cariboo with the BC Open University and other aspects of the Open Learning Agency.
- TRU offers more than 140 programs ranging from undergraduate and master's degrees, certificate and diploma programs, vocational training and adult basic education, foundation and apprenticeship, and Open Learning programs and courses.
- TRU has campuses in Kamloops and Williams Lake, as well as at five regional centres in the BC Interior, and 480 courses and 60 programs online through TRU Open Learning
- In the 2018/19 academic year, TRU enrolled over 35,000 full-time and part-time students, comprising of 82 per cent domestic students and 18 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to TRU were \$82.9 million, approximately 34% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Barbara L. Berger, Chair	2015-11-24	2021-07-31	Order-in-Council
Michelle D. Stanford	2017-12-31	2021-07-31	Order-in-Council
Katy Elizabeth Gottfriedson, Alumni	2018-07-31	2021-07-31	Order-in-Council
Marilyn Kay McLean, Alumni	2018-07-31	2021-07-31	Order-in-Council
Sukhbinder Singh Gill	2019-02-11	2021-07-31	Order-in-Council
Helen Anne Kormendy	2019-06-18	2021-07-31	Order-in-Council
Jimmy Joseph Lulua	2020-07-31	2021-07-31	Order-in-Council
Lillian Kwan	2019-02-11	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: University of British Columbia

Legislative Authority: *University Act, R.S.B.C. 1996, s. 19 (2) (e)*

Mandate:

- The University of British Columbia (UBC) is a research-intensive institution committed to the discovery of knowledge and the enhancement of understanding, as well as to the expression, preservation and dissemination of knowledge and culture.
- UBC is consistently ranked among the top 20 public universities in the world. As established in the University Act, UBC has two major campuses – one in Vancouver and one in Kelowna.
- UBC offers more than 69,000 undergraduate and graduate students a choice of degree programs, research and learning opportunities, and cultural and sporting amenities at their two main campuses and affiliated teaching hospitals.
- UBC also attracts over \$600 million in research funding each year and is recognized as North America's most international university.
- UBC also participates in a collaborative university campus that combines the strengths of four academic institutions: Simon Fraser University, Emily Carr University of Art and Design, and the British Columbia Institute of Technology to intersect arts, technology, and innovation with development.
- In 2018/19, the overall student population was 74% domestic students and 26% international students. In 19/20 fiscal year, total Provincial grants provided to UBC was \$951.3 million, approximately 33% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Vacancy			Order-in-Council
Andrea Marianna Reimer	2019-12-31	2020-12-31	Order-in-Council
Sandra L. Cawley, Alumni	2016-02-04	2021-07-31	Order-in-Council
Azim Nathoo Lalani, Alumni	2019-12-31	2021-07-31	Order-in-Council
Alison Patricia Brewin	2018-07-31	2021-07-31	Order-in-Council
Balwinder William Sundhu	2018-07-31	2021-07-31	Order-in-Council
Raghwa Gopal	2016-12-02	2022-07-31	Order-in-Council
Jessie Dusangh	2018-12-31	2022-07-31	Order-in-Council
Joel Warren Solomon	2017-12-31	2023-07-31	Order-in-Council
Chaslynn Samantha Gillanders	2017-12-31	2023-07-31	Order-in-Council
Nancy L. McKenzie, Chair	2017-12-31	2023-07-31	Order-in-Council

Appointments required:

- **The is one vacancy and one member eligible for reappointment to be addressed in the first 60 days.**

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact: Tony Loughran, Executive Lead, Governance, Legislation and Corporate Planning Division
Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: University of the Fraser Valley

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- The University of the Fraser Valley (UFV) is a teaching-intensive, regionally mandated, multi-campus university with campuses in Abbotsford, Chilliwack, Mission, and a regional centre in Hope and Chandigarh, India.
- UFV offers certificates, diplomas, master's degrees, graduate certificates, post-baccalaureate certificates, a post-diploma certificate, and 19 bachelor's degrees in over 35 subject areas.
- UFV also offers more than 20 Trades and Technology programs, as well as Upgrading and University Preparation programs, English Language Studies programs, and a vast selection of Continuing Education programs and courses.
- In the 2018/19 academic year, UFV enrolled over 15,000 full-time and part-time students, comprising of 85 per cent domestic students and 15 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to UFV were \$68.9 million, approximately 43% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Adam Ward Van Steinburg	2017-12-31	2021-07-31	Order-in-Council
Nachhatter Singh Gill	2017-12-31	2021-07-31	Order-in-Council
Connie Lynn Swan	2018-07-31	2021-07-31	Order-in-Council
Maxine Bouthot, Alumni	2019-07-31	2021-07-31	Order-in-Council
Fran Vanderpol	2019-12-02	2021-07-31	Order-in-Council
Cristen Leigh Gleeson	2020-07-31	2021-07-31	Order-in-Council
John Pankratz, Alumni, Chair	2020-03-27	2022-07-31	Order-in-Council
Andrew James Mercier	2020-07-31	2022-07-31	Order-in-Council

Appointments required:

- **Andrew Mercier is a running for a seat in the provincial election. Should he be the successful candidate, the board will have one vacancy to address in the first 90 days.** General policy is elected officials are not normally appointed to the governing boards of public sector organizations.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone : 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: University of Northern British Columbia

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- University of Northern British Columbia (UNBC) has a passion for teaching, discovery, people and the North.
- UNBC offers a range of undergraduate and graduate programs in the arts, commerce, and the sciences including professional programs in areas such as accounting, teacher education, engineering, nursing, planning and social work.
- The University's mandate is to serve the entire region of northern B. C. and to provide educational opportunities for all northerners.
- To that end, the University has established several regional campuses in Prince George, Quesnel, Terrace and Fort St. John, as well as other centres throughout Northern BC.
- In the 2018/19 academic year, UNBC enrolled over 4,000 full-time and part-time undergraduate and graduate students, comprising of 89 percent domestic students and 11 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to UNBC was \$61.4 million, approximately 51% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Aaron James Ekman, Chair	2018-05-14	2021-07-31	Order-in-Council
Andrew Dean Robinson	2018-06-04	2021-07-31	Order-in-Council
Barbara Margaret Ward Burkitt	2018-07-31	2021-07-31	Order-in-Council
Gregory Allen Myles Stewart	2020-04-27	2021-07-31	Order-in-Council
Catherine Anne Wishart	2020-07-31	2021-07-31	Order-in-Council
Joel Christian McKay	2020-07-31	2021-07-31	Order-in-Council
Allison Beswick, Alumni	2019-07-31	2022-07-31	Order-in-Council
Michael Reed, Alumni	2019-07-31	2022-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: University of Victoria

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- Established in 1963, the University of Victoria (UVIC) is a research-intensive university.
- Its framework extends around research, student success, Indigenization, international activity, equity and diversity, the campus environment, and communications.
- UVIC maintains a strong commitment to reconciliation with Canada's Indigenous Peoples as seen by having the world's first Indigenous law degree program.
- In the 2018/19 academic year, UVIC enrolled over 24,000 full-time and part-time undergraduate and graduate students, offering over 120 undergraduate degree programs and over 160 graduate degree programs.
- The overall student population was 82 per cent domestic students and 18 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to UVIC was \$234.5 million, approximately 37% of their total revenue.
- UVIC also has an approximately \$116 million a year research enterprise.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Cathy L. McIntyre, Alumni, Chair	2015-11-26	2021-07-31	Order-in-Council
Keith Ugo Barbon	2019-12-16	2021-07-31	Order-in-Council
Paul Willard Ramsey	2020-07-31	2021-07-31	Order-in-Council
Merle Alexander Q.C., Alumni	2017-12-31	2021-12-31	Order-in-Council
David Zussman	2016-06-15	2022-06-15	Order-in-Council
Beverly Van Ruyven	2016-11-25	2022-07-31	Order-in-Council
Carolyn Elizabeth Thoms	2019-07-31	2022-07-31	Order-in-Council
Marilyn J. Callahan	2018-12-31	2023-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Vancouver Community College

Legislative Authority: *College and Institute Act, R.S.B.C. 1996, s. 9 (1) (a)*

Mandate:

- Located in the heart of Vancouver, Vancouver Community College's (VCC) is regionally mandated to serve the downtown Vancouver area.
- VCC's mission is to serve a diverse urban community by providing programs and services that prepare learners for ongoing education, direct entry into employment, career advancement and greater participation in the community.
- VCC offers 120 programs in areas such as: health, hospitality, and business, English as a Second Language, Adult Basic Education, music, design, trades, university transfer and technology.
- VCC is the largest single provider of developmental/access programs in the province and is also home to the largest culinary school in Western Canada, with eleven teaching kitchens and four restaurants on campus.
- In the 2018/19 academic year, VCC enrolled over 15,000 full-time and part-time students, comprising of 90 per cent domestic students and 10 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to VCC were \$63.7 million, approximately 52% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Richard Michael Tourigny	2015-09-21	2021-07-31	Order-in-Council
Rene-John Nicolas	2017-12-31	2021-07-31	Order-in-Council
Elizabeth (Libby) Davies	2018-07-31	2021-07-31	Order-in-Council
Shobha Rajagopalan	2018-07-31	2021-07-31	Order-in-Council
Mahin Rashid	2018-07-31	2021-07-31	Order-in-Council
Nadia Jennine Belokopitov	2018-07-31	2022-07-31	Order-in-Council
Seung Hee Oh	2019-02-25	2022-07-31	Order-in-Council
Sue Eileen Hammell	2019-07-31	2022-07-31	Order-in-Council
Jocelyn (Joey) Ann Hartman, Chair	2018-07-31	2023-07-31	Order-in-Council

Appointments required:

- No appointments required until July 31, 2021.

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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BRIEFING NOTE
POST-SECONDARY INSTITUTION

Name: Vancouver Island University

Legislative Authority: *University Act, R.S.B.C. 1996, ss. 19(1)(d), 20(1.1), 21*

Mandate:

- Vancouver Island University (VIU) is a comprehensive, regional post-secondary institution serving students in the region of central Vancouver Island and coastal BC.
- The main campus is located in Nanaimo and there are regional campuses in Duncan and Powell River, as well as a campus centre in Parksville.
- VIU offers more than 120 programs through nine faculties, ranging from Nursing to Culinary Arts, Carpentry to Hospitality, and Chemistry to Indigenous/Xwulmuxw Studies.
- In the 2018/19 academic year, VIU enrolled over 14,000 full-time and part-time students, comprising of 82 per cent domestic students and 18 per cent international students.
- In 19/20 fiscal year, total Provincial grants provided to VIU were \$72.4 million, approximately 44% of their total revenue.

Current Appointees:

Name	First Joined Board	Term Expiry	Position
Vacancy, Alumni			Order-in-Council
Emily Sa-Lea Manson	2020-07-31	2021-07-31	Order-in-Council
Nate Bello	2020-07-31	2021-07-31	Order-in-Council
Karen Florence Bittner	2019-12-31	2021-07-31	Order-in-Council
Manley Roy McLachlan, Chair	2018-07-31	2021-07-31	Order-in-Council
John Alan Jack, Alumni	2018-07-31	2021-07-31	Order-in-Council
Colin Gabelmann	2018-07-31	2021-07-31	Order-in-Council
Jean Ann Crowder	2019-02-25	2022-07-31	Order-in-Council

Appointments required:

- **The is one vacancy to be addressed in the first 60 days.**

Issue(s):

Advice/Recommendations; Government Financial Information

Key Contact:

- Name: Tony Loughran
- Title: Executive Lead, Governance, Legislation and Corporate Planning Division
- Phone: 250 387-8871

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MINISTER'S KEY DATES AND EVENTS

Key Event	Minister's Role	Date	Location
Apprenticeship Month	Signing apprenticeship declaration	Nov 1 – 30	Province-wide
International Education Week	TBD	Nov. 16-20	Province-wide
Labour Force Survey	Joining call for monthly employment/unemployment numbers and QA with AEST program staff and GCPE	November 6, 8am	Conference call

Government Financial Information

Labour Force Survey	Joining call for monthly employment/unemployment numbers and QA with AEST program staff and GCPE	December 4, 8am	Conference call
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<p>WorkBC Marketing Campaign</p> <p>Annual information campaign to inform British Columbians of the employment services provided by WorkBC. This year's campaign proposed to focus on AEST and SDPR Economic Recovery Plan items IE short term skills training, Indigenous skills training, HCA training.</p>	<p>Advice/Recommendations</p>	<p>Dec 1-20</p>	<p>TBD</p>
<p>International Day to End Violence Against Sex Workers</p>		<p>Dec. 17th</p>	<p>N/A</p>

Government Financial Information

<p>Labour Force Survey</p>	<p>Joining call for monthly employment/unemployment numbers and QA with AEST program staff and GCPE</p>	<p>Jan. 8, 2021, 8am</p>	<p>Conference call</p>
<p>Government Financial Information</p>			

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Government Platform Commitments – Preliminary Assessment:

The following platform commitments have been identified as primarily in AEST's responsibility.

	Status of Policy Development	Preliminary costing assessment		
		Operating (3-year) (\$millions)	Capital (total Prov.) (\$ millions)	In Fiscal Plan?
1. Launch BC's second medical school (with Health)	Government Financial Information			
2. Hire 7,000 new health care workers in long-term care and assisted living (with Health)				
3. Capitalize on potential of BC aerospace industry—training opportunities for aerospace workers				
4. Help create more jobs and train more people—2,000 new tech-relevant spaces				
5. Help create more jobs and train more people—expand scholarships				
6. Make education and training more affordable for more students – Expand BC Access Grant eligibility				
7. Strengthen tuition fee limit policy — keep student fee increases low				
8. Review of post-secondary education operating grants to make sure public PSIs are aligned for economic recovery and student success				
9. Mandatory Certification: Invest in apprenticeships to deliver good-paying jobs and keep the public safe				
10. Expand tuition waivers to all former youth in care.				
Total				

Preliminary three-year costing assessment – totals

	2020/21 (\$millions)	2021/22 (\$millions)	2022/23 (\$millions)	2023/24 (\$millions)	3-yr total	Amount Outside Fiscal Plan	Total (\$millions)
Operating (\$ millions)	0	Government Financial Information					
Capital (\$ millions)	0						

Related commitments in other ministries

The following platform commitments are supported by the Ministry of Advanced Education, Skills & Training

Platform Commitment	Lead ministry
11. Make sure Early Childhood Educators (ECE) are a well-supported profession—continue to implement and enhance the Early Care and Learning Recruitment and Retention Strategy	Children and Family Development
12. Connect urban Indigenous peoples to their home communities—Expand support for Aboriginal Friendship Centres	Indigenous Relations and Reconciliation
13. Maximize government support for workers and communities— establish a new Worker Training & Job Opportunity Office to maximize the impact of our Economic Recovery Plan for workers and communities during COVID-19 and beyond	Jobs, Economic Development and Competitiveness
14. Stronger future for BC's mining industry and workers— offer training for workers in new technologies	Energy, Mines and Petroleum Resources
15. Strengthen the Grow, Feed and Buy BC programs— expand these programs with new worker training.	Agriculture
16. Help create more jobs and train more people - provide start-ups with more Innovator Skills Initiative (ISI) grants to hire new grads.	Jobs, Economic Development and Competitiveness

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
	More doctors, nurses & health professionals		
1.	Launch BC's second medical school Page: 8 <i>Launch BC's second medical school to expand our health care workforce: This means more doctors, nurse practitioners, nurses and other health professionals trained, graduating and working right here in BC.</i> Adv Estimated Operating: Governm Estimated Capital: !Govern	AEST/HLTH	Advice/Recommendations; Government Financial Information
	A strong future for resource workers & communities		
2.	Capitalize on potential of BC's aerospace industry - training opportunities Page: 42 <i>Support BC's aerospace industry by providing more training opportunities for the next generation of aerospace workers.</i> Adv Estimated Operating: Govern Estimated Capital: Governm ent	AEST/JEDC	Advice/Recommendations; Government Financial Information

Becoming a global producer of low-carbon products & services			
3.	Help create more jobs and train more people - 2,000 new tech-relevant spaces Page: 44 <i>Create 2,000 new tech-relevant spaces in public post-secondary institutions.</i> Estimated Operating: Govern Estimated Capital: Government Financial	AEST	Advice/Recommendations; Government Financial Information
4.	Help create more jobs and train more people - expand scholarships Page: 44 <i>Expand scholarships for people using online courses for necessary skill upgrades.</i> Estimated Operating: Govern Estimated Capital: TBC	AEST	Advice/Recommendations; Government Financial Information
Training for a changing economy			
5.	Make education and training more affordable for more students Page: 47 <i>Expand the BC Access Grant program by increasing eligibility to reduce barriers and make sure more British Columbians have the skills they need for the jobs ahead.</i> Estimated Operating: Govern Estimated Capital: TBC	AEST	Advice/Recommendations; Government Financial Information

2020 BC NDP Platform: Working for You

6.	Keep student fee increases low - Tuition Fee Limit Policy Page: 47 <i>Strengthen the existing Tuition Fee Limit Policy to make sure institutions are not increasing fees beyond the prescribed limits.</i> Estimated Operating: TBC Estimated Capital: TBC	AEST	Advice/Recommendations; Government Financial Information
7.	Keep student fee increases low - review of post-secondary education operating grants Page: 47 <i>Conduct a funding review of post-secondary education operating grants to make sure public post-secondary institutions are aligned for economic recovery and student success.</i> Adv Estimated Operating: Govern vic Estimated Capital: TBC	AEST	
8.	Make post-secondary education and training more available Page: 47 <i>Create more learning and training opportunities around the province, particularly in fast-growing fields like health care and high tech. Open BC's second medical school to expand our health care workforce; create new spaces in early childhood education; and 2,000 new tech-relevant spaces in public post-secondary institutions.</i> Adv Estimated Operating: ce/R Estimated Capital: TBC	AEST	

2020 BC NDP Platform: Working for You

9.	Invest in apprenticeships to deliver good-paying jobs and keep the public safe Page: 47 <i>Restore the compulsory trades system to improve safety and give more workers access to apprenticeships that develop their skills for the work ahead.</i> ^A Estimated Operating: Govern Estimated Capital: TBC	AEST	Advice/Recommendations; Government Financial Information
10.	Expand tuition waivers to all former youth in care Page: 47 <i>Expand the Provincial Tuition Waiver Program to all former youth in care, regardless of age.</i> ^A Estimated Operating: Governm Estimated Capital: TBC	AEST	

Section I – Cabinet Members’ Reference Guide (Cabinet Operations Materials)

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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/>.

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Cabinet Confidences; Advice/Recommendations

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

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Cabinet Confidences

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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,</i> S.B.C. 2003, s. 29 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,</i> R.S.B.C. 1996, s. 15
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,</i> R.S.B.C. 1996, s. 15
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:

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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

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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

In an election year, the *Budget Transparency and Accountability Act* requires the Minister of Finance to table a budget on or before March 23, or within 120 days of the appointment of the Premier (whichever date is later). If the Premier is appointed by November 23, 2020, *Budget 2021* must be tabled on or before March 23, 2021. Later appointment dates would allow for a correspondingly later budget date.

Even with the additional time to table a budget (compared to the February deadline for non-election years), the timelines are highly compressed due to the many processes and inputs involved in the preparation of a budget.

Budget Process and Development Considerations:

In a non-election year, the Minister of Finance must table a budget on or before the fourth Tuesday of February. The production of the budget involves a number of overlapping processes and decisions across government, which normally start in the early summer, as follows:

- Developing the fiscal framework and priorities (2-3 months);
- Budget invitations and instructions provided to ministries; ministries develop proposals (2-3 months);
- Treasury Board review and approval of submissions (3-4 months);
- Minister of Finance tax and/or revenue generating decisions (2-3 months);
- Economic Forecast Council meeting (2-3 months prior to budget day);
- Crown corporations and agencies submit forecasts to Treasury Board Staff for consolidation (2-3 months);
- Final Treasury Board and Minister of Finance Decisions (one month prior to budget day); and
- Drafting and printing of budget documents (two months).

With a fall election, the budget preparation timeline is significantly reduced, with compressed time to complete the above steps. In particular:

- government budget priorities and initiatives should be finalized by late November and budget instructions communicated to ministries for both operating and capital spending;
- ministries must prepare and submit budget proposals to Treasury Board by early January; and
- Treasury Board and Minister of Finance decisions are finalized by late January/early February.

CURRENT FISCAL YEAR: BUDGET MANAGEMENT & PRESSURES

Ministries are expected to manage all pressures, including costs related to the implementation of government commitments and priorities and the achievement of performance targets, within budget allocations. Ministries are also required to work closely with Treasury Board Staff to ensure that any risks to a ministry's budget or potential impacts on the fiscal plan are identified in a timely manner and that mitigation strategies are developed to ensure that ministry budget targets are not compromised. Mitigation strategies may include pausing or shifting timelines on different programs or activities (e.g. hiring delays), implementing ministry-specific spending controls, reprioritizing and reallocating across programs and in some cases, a Treasury Board request for incremental funding through contingencies.

Ministry budgets as per the Budget and Fiscal Plan for 2020/21 – 2022/23 are shown below:

(\$ 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. To access Contingencies funding, ministries are required to seek approval through the Treasury Board process. Only Ministries that have written approval from the Chair of Treasury Board are able to access Contingencies funding.

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*	Standard government contingencies vote to manage unexpected costs as well as wage-related negotiations under the Sustainable Services Negotiating Mandate	\$1.066 billion	\$1.066 billion
Vote 52 Contingencies (All Ministries): Pandemic Response and Economic Recovery	Contingencies specific to new response and recovery measures related to COVID-19	\$5.0 billion	\$5.24 billion
Vote 53 Contingencies (All Ministries): Federal and Provincial Pandemic	Contingencies specific to federal-provincial cost share and restart related initiatives	\$1.0 billion (net of federal recoveries)	\$810 million

*Note: Vote 45 also includes \$63 million appropriation for CRF Capital, of which, \$58 million has been allocated.

While government is projecting a large deficit in 2020-21, there are still limitations to spending based on voted appropriation. There are existing pressures for Vote 52 Contingencies for Pandemic Response and Economic Recovery, with risks to Vote 45. If there is greater demand for service or if government wants to implement incremental spending measures, supplementary estimates to authorize additional spending appropriation may be required.

Capital

Similar to operating funding, Ministries and their agencies are expected to manage all capital spending pressures within its current year budget allocations and total fiscal plan capital funding targets. Ministries must work with Treasury Board Staff to ensure any potential pressures to the Ministry's capital plan are identified early and provide mitigating strategies to ensure the capital funding targets are not overspent.

The Ministry of Finance oversees a Consolidated Revenue Fund Capital Contingency vote to manage any unexpected capital costs for core Government during the fiscal year (see Contingencies). The current allocation from this contingency is \$63 million with \$58 million already allocated for Ministry pressures.

Capital funding for Government agencies are provided through the Capital Funding (CF) Vote (Vote 46). Ministries and their agencies are expected to manage any capital expenditure pressures from within their current fiscal allocations.

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. TBS tracks potential statutory authority pressures to ensure the impact on the fiscal plan is known and can be managed. Statutory authority pressures that do materialize need to be managed within the overall fiscal plan, including the forecast allowance. In extreme cases, managing significant statutory authority pressures might require mitigations options like restricting access to the Contingencies vote and/or expenditure restrictions in other areas.

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. Despite this statutory authority, ministries are directed to not increase a special account's expenses or financing transaction disbursements above the amounts approved in the Estimates without prior Treasury Board approval because of the potential impact on the fiscal plan.

Treasury Board Staff actively monitors potential ministry spending pressures, including statutory authority pressures, and the Contingencies vote throughout the year to ensure that action can be taken to manage those pressures and reduce risk to the fiscal plan.

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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.

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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.

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STANDARDS OF CONDUCT



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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.

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checked for accessibility.

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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



GUIDE TO GIFTS AND PERSONAL BENEFITS

COIBC

OFFICE OF THE CONFLICT OF INTEREST
COMMISSIONER

JUNE 2020

Page 368 of 425 Ministers' Transition Binder

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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).

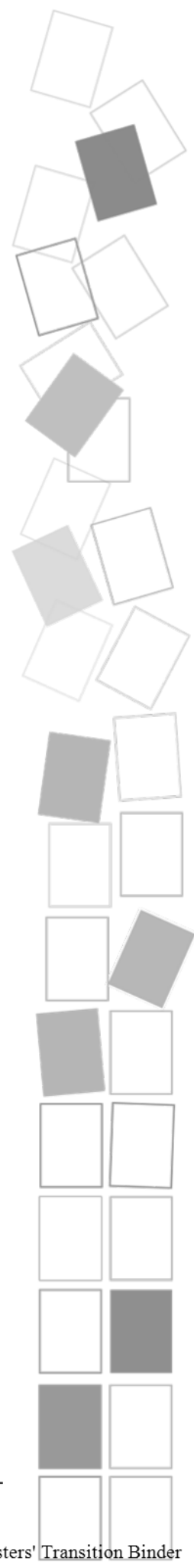
- **Government information** that is created or received by ministers and their staff as ministers of the Crown. These include both official and transitory records and are subject to the [Information Management Act \(IMA\)](#) and the [Freedom of Information and Protection of Privacy Act \(FOIPPA\)](#).

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).

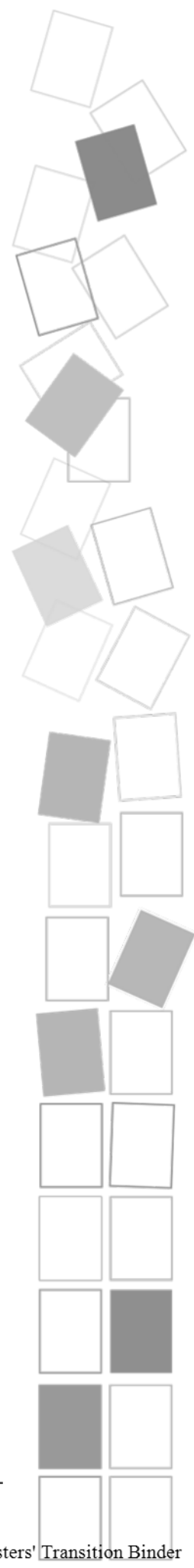
For further guidance see the [Transitory Records Guide](#). See **Appendix B** below for scenarios regarding transitory information and official records of minister's offices.

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.

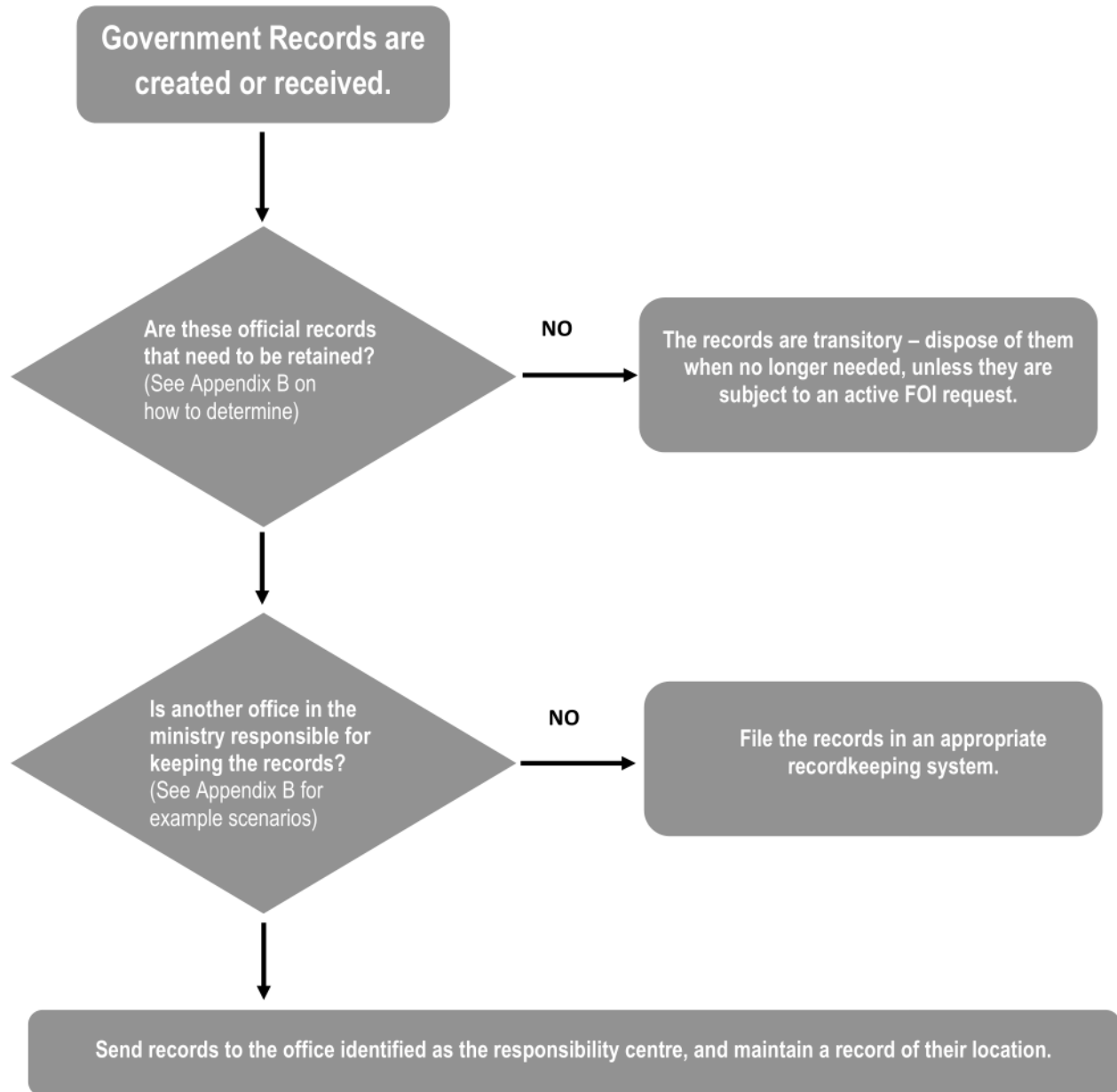
If the minister's office receives a freedom of information or litigation search request, ALL relevant records must be provided, including transitory information. Transitory information that is subject to such requests must be retained pending completion of the applicable FOI response process and review 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.

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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](#).



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USE OF PERSONAL EMAIL ACCOUNTS FOR PUBLIC BUSINESS

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Elsewhere in BC call 1-800-663-7867

Email: info@oipc.bc.ca



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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

STATUTORY OFFICERS OF THE LEGISLATURE

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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.

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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]