



# BC Public Service Agency

## 2022/23 Estimates (May 2022)

Honourable Selina Robinson  
Minister of Finance

TITLE	TAB
<b>BUDGET</b>	
Financial Summary	
• Resource Summary Overview	1
• Resource Summary per Estimates - Operations Vote	2
➤ Implications of 2022/23 Funding	
• Resource Summary per Estimates -Benefits Vote	3
➤ Implications of 2022/23 Funding	
➤ Benefits Vote by Benefits Type	
• Resource Summary per Estimates - LTD Special Account	4
➤ Implications of 2022/23 Funding	
➤ LTD Special Account History	
• 2022/23 Budget (Blue Pages)	5
<b>ADVISORY NOTES</b>	
• BC Public Service and COVID-19 Workforce Management	6
• BC Public Service COVID-19 Vaccination Policy	7
• COVID-19 Terminations	8
• BC Public Service Remote Work During Pandemic	9
• ESA Sick Leave Provisions for Excluded Employees	10
• FTEs in the BC Public Service	11
• Executive Compensation	12
• MCCF and In-Range Movement	13
• Collective Bargaining	14
• Merit Commissioner – Just Cause Dismissal Reviews	15
• Political Staff Standards of Conduct	16
• Telus Contract Overview	17

<ul style="list-style-type: none"> <li>• Diversity and Inclusion in the BCPS</li> <li>• BC Public Service Agency - DRIPA Action Items</li> <li>• Audits and Reporting</li> </ul>	18 19 20
<b>FINANCIAL NOTES</b>	
<ul style="list-style-type: none"> <li>• Public Service Innovation Fund</li> <li>• BC Public Service Agency – Travel</li> <li>• BC Public Service Agency - Procurement of Services</li> </ul>	21 22 23

# Resource Summary

Core Business Area	2021/22 Estimates	2022/23 Estimates	2023/24 Plan	2024/25 Plan
<b>Operating Expenses (\$000)</b>				
<b>BC Public Service Agency</b>	59,507	59,628	59,628	59,628
<b>Benefits and Other Employment Costs</b>	1	1	1	1
<b>Long Term Disability Fund Special Account</b>	24,763	23,985	23,985	23,985
<b>Total</b>	<b>84,271</b>	<b>83,614</b>	<b>83,614</b>	<b>83,614</b>
<b>Ministry Capital Expenditures (Consolidated Revenue Fund) (\$000)</b>				
<b>BC Public Service Agency</b>	10	10	10	10
<b>Total</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

\*Further information on program funding and vote recoveries is available in the Estimates and Supplement to the Estimates."



## Resource Summary per Estimates

BC Public Service Agency				
Operations Vote				
Operating Expense (\$000's)				
Core Businesses	Budget 2021/22	2022/23	2023/24	2024/25
Human Resources Services and Solutions	15,841	15,841	15,841	15,841
People and Organizational Development	9,768	9,768	9,768	9,768
Policy, Innovation and Engagement	1,565	1,565	1,565	1,565
Employee Relations	4,675	4,796	4,796	4,796
Corporate Services	27,658	27,658	27,658	27,658
<b>Total</b>	<b>59,507</b>	<b>59,628</b>	<b>59,628</b>	<b>59,628</b>

**BC PUBLIC SERVICE AGENCY  
PSA Operations Vote (Vote 28)  
IMPLICATIONS OF 2022/23 FUNDING**

Compared to the 2021/22 budget of \$59.507M, the 2022/23 budget for the BC Public Service Agency (Vote 28) increased by \$0.121M or 0.20% to \$59.628M (see Resource Summary per Estimates).

Highlights of changes include:

- PSA expenditures increase by \$0.121M for increase in legal services.
- Employee Benefits Chargeback Rate remains unchanged at 25.4%.

**CRF Capital Budget**

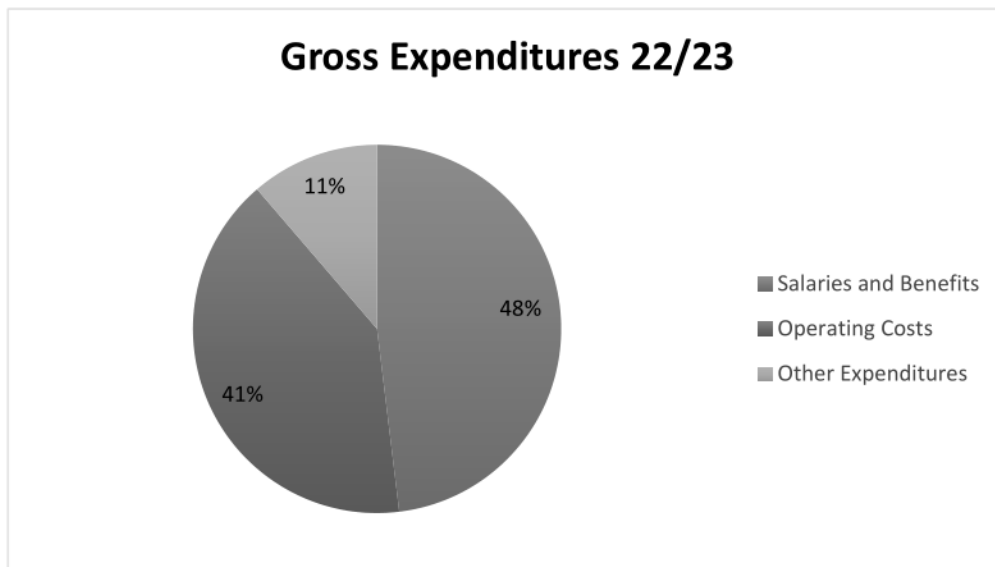
Compared to the 2021/22 budget, the capital budget in 2022/23 is unchanged at \$0.010M. The capital budget is for minor capital equipment needs in technology under the Workplace Health & Safety program and audio-video equipment used by the PSA to support the Premier's Awards ceremonies.

**Reductions/Increases for 2023/24 and 2024/25**

Compared to the 2022/23 budget of \$59.628M, the 2023/24 and 2024/25 budget remains the same.

**BC PUBLIC SERVICE AGENCY**  
**Operations Vote (Vote 28)**  
**Supplement to the Estimates by STOB**

	2021/22 Estimates \$000	2022/23 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) \$000
Salaries and Benefits	38,562	38,562	0	0.00%
Operating Costs	32,592	32,713	121	0.37%
Government Transfers	0	0	0	0.00%
Other Expenditures	9,060	9,060	0	0.00%
<b>Expenses Sub-Total</b>	<b>80,214</b>	<b>80,335</b>	<b>121</b>	<b>0.15%</b>
Transfer to LTD Special Account	0	0	0	0.00%
Recoveries from LTD Special Account	-450	-450	0	0.00%
<b>Special Account Transfer Sub-Total</b>	<b>-450</b>	<b>-450</b>	<b>0</b>	<b>0.00%</b>
Recoveries Internal to CRF	-16,237	-16,237	0	0.00%
Recoveries External to CRF	-4,020	-4,020	0	0.00%
<b>Recoveries Sub-Total</b>	<b>-20,257</b>	<b>-20,257</b>	<b>0</b>	<b>0.00%</b>
<b>Total</b>	<b>59,507</b>	<b>59,628</b>	<b>121</b>	<b>0.20%</b>
<b>Capital</b>	<b>10</b>	<b>10</b>	<b>0</b>	<b>0.00%</b>



## **Appendix 1 – Schedule A Employees**

### **Schedule A Employees**

The PSA has 219 Schedule A employees, 193 of whom are paid through the Operations Vote.

## Resource Summary per Estimates

BC Public Service Agency				
Benefits and Other Employment Costs Vote				
Operating Expense (\$000's)				
Core Businesses	Budget 2021/22	2022/23	2023/24	2024/25
Pension Contributions & Retirement Benefits	376,268	409,533	413,282	415,190
Employer Health Tax	48,800	49,600	49,600	49,600
Employee Health Benefits	123,159	132,679	132,679	132,679
Long Term Disability	43,387	43,690	43,690	43,690
Other Benefits	8,522	9,025	9,025	9,025
Benefits Administration	9,993	10,193	10,193	10,193
Recoveries	(610,128)	(654,719)	(658,468)	(660,376)
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

**BC PUBLIC SERVICE AGENCY  
Benefits and Other Employment Costs (Vote 29)  
IMPLICATIONS OF 2022/23 FUNDING**

The 2022/23 net budget for the Benefits Vote (Vote 29) increased by \$44.591M or 7.31% to \$654.720M compared to the 2021/22 budget of \$610.129M (see Resource Summary per Estimates).

The 2022/23 gross budget for the Benefits Vote (Vote 29) increased by \$45.182M or 6.59% to \$730.909M compared to the 2021/22 budget of \$685.727M (see Supplement to the Estimates by STOB below).

Highlights of changes include:

- \$41.412 increase in pension contributions and retirement benefits due to higher projected salary base offset by \$8.147M TBS adjustment to balance benefits chargeback across ministries.
- \$0.800M increase in Employer Health Tax due to higher salary base.
- \$9.520M increase in Employee Health Benefits mainly due to higher projected WCB claims and liability top up.
- \$0.503M increase due to procurement costs
- \$0.303M increase in Long Term Disability costs due to higher salary base.
- \$0.200M increase in Benefits Administration costs due to increase costs in Workplace Health and Safety.
- \$44.542M increase in internal recoveries (benefits chargeback) to cover projected costs.

**CRF Capital Budget**

Compared to the 2021/22 budget, there is no change to the capital budget in 2022/23. There is no capital budget for the Benefits Vote.

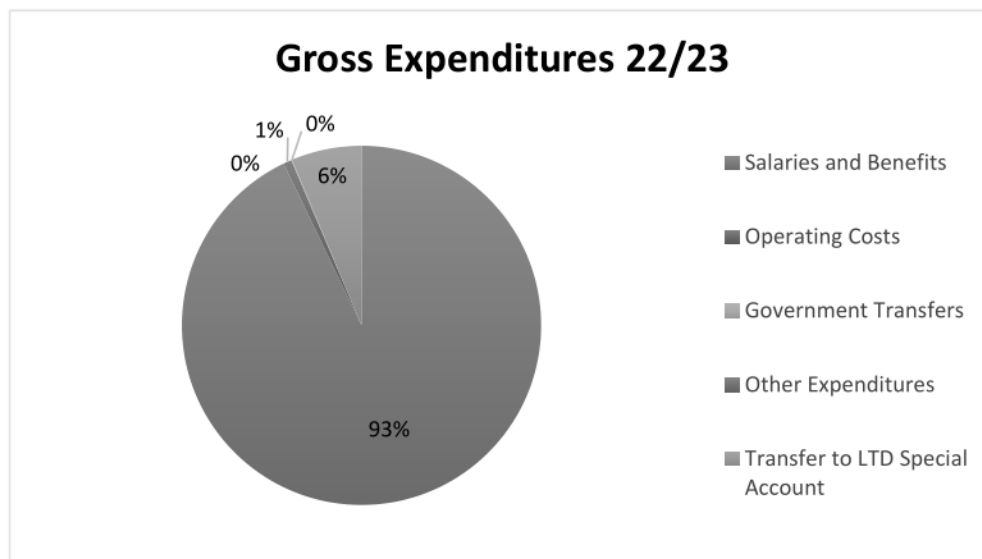
**Reductions/Increases for 2023/24 and 2024/25**

In terms of net expenditures, the 2023/24 budget for the Benefits Vote (Vote 29) will increase by \$3.749M or 0.57%, to \$658.469M, compared to the 2022/23 budget of \$654.720M and the 2024/25 budget will increase by \$5.657M or 0.86%, to \$660.377M, compared to the 2022/23 budget of \$654.720M.

In terms of gross expenditures, the 2023/24 budget for the Benefits Vote (Vote 29) will increase by \$3.749M or 0.51%, to \$734.658M, compared to the 2022/23 budget of \$730.909M and the 2024/25 budget will increase by \$5.657M or 0.77%, to \$736.566M, compared to the 2022/23 budget of \$730.909M.

**BC PUBLIC SERVICE AGENCY**  
**Benefits and Other Employment Costs (Vote 29)**  
**Supplement to the Estimates by STOB**

	2021/22 Estimates \$000	2022/23 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) %
Salaries and Benefits	648,071	692,247	44,176	6.82%
Operating Costs	5,719	6,422	703	12.29%
Government Transfers	350	350	0	0.00%
Other Expenditures	201	201	0	0.00%
<b>Expenses Sub-Total</b>	<b>654,341</b>	<b>699,220</b>	<b>44,879</b>	<b>6.86%</b>
Transfer to LTD Special Account	44,387	44,690	303	0.68%
Recoveries from LTD Special Account	-13,000	-13,000	0	0.00%
<b>Special Account Transfer Sub-Total</b>	<b>31,387</b>	<b>31,690</b>	<b>303</b>	<b>0.97%</b>
Recoveries Internal to CRF	-610,176	-654,767	-44,591	7.31%
Recoveries External to CRF	-75,551	-76,142	-591	0.78%
<b>Recoveries Sub-Total</b>	<b>-685,727</b>	<b>-730,909</b>	<b>-45,182</b>	<b>6.59%</b>
<b>Total</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0.00%</b>
<b>Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



## Appendix 1 – Employee Benefits Chargeback Rate

The Benefits Vote provides for the costs of employee benefits for the public service. In addition to the direct benefit plan costs there is an administrative component consisting of the costs of managing and administering the benefit plans on behalf of government.

The Vote is fully recoverable through a chargeback to all ministries, plus recoveries from a number of external entities participating in the benefits plans (e.g., Royal BC Museum, Pension Corporation of BC). The 2022/23 employee benefits chargeback rate will stay at 25.4% as in fiscal year 2021/22.

The chargeback rate is a function of the estimated benefits costs for a year in relationship to the salary base for government. The basic process is:

1. PSA gathers data on the estimated costs for provided benefits, including statutory rate/salary driven benefits (e.g., provincial pension, CPP, EI) usage driven benefits (e.g., extended health, dental, WorkSafe BC, Employer Health Tax) and other benefits (e.g., group aviation insurance, legal services).
2. Treasury Board Staff compiles information regarding estimated salary budgets for ministries and agencies receiving benefits.
3. Finally, Treasury Board Staff calculates the chargeback rate for the coming fiscal year by dividing the estimated total costs into the estimated salaries.

### Example:

Estimated benefits cost	\$ 400,000,000 (divided by)
Estimated salary base	\$1,680,000,000 (equals)
Employee benefits chargeback rate	24%

4. The chargeback rate is applied automatically to public service salaries via the PeopleSoft payroll system, with charges and recoveries flowing through an interface to the general ledgers of the ministries and PSA respectively.



## **Schedule A Employees**

The PSA has 219 Schedule A employees, 26 of whom are paid through the Benefits Vote.

in 000's

	<b>FY22/23 Net Budget</b>	<b>Benefits Chargeback Allocation %</b>
<b>Pension Contributions &amp; Retirement Benefits</b>		
Provincial Pension	240,561	9.33%
Miscellaneous Statutory Items	1,275	0.05%
CPP	115,749	4.49%
Death & Retiring Allowances	16,939	0.66%
EI	35,009	1.36%
<b>Pension Contributions &amp; Retirement Benefits Total</b>	<b>409,533</b>	<b>15.89%</b>
<b>Employer Health Tax</b>		
Employer Health Tax	49,600	1.92%
<b>Employer Health Tax Total</b>	<b>49,600</b>	<b>1.92%</b>
<b>Employee Health Benefits</b>		
Ext Health & Dental	92,661	3.59%
Group Life Insurance	8,468	0.33%
Gen Flex Credit	0	0.00%
WCB	26,800	1.04%
EFAP	3,600	0.14%
Cold and Flu	466	0.02%
Workplace Health and Productivity Strategy	684	0.03%
<b>Employee Health Benefits Total</b>	<b>132,679</b>	<b>5.15%</b>
<b>Long Term Disability</b>		
EE Long Term Disability Benefit	43,690	1.69%
<b>Long Term Disability Total</b>	<b>43,690</b>	<b>1.69%</b>
<b>Miscellaneous Benefits</b>		
Group Aviation	61	0.00%
Severance	2,320	0.09%
Leave Liability	3,350	0.13%
Legal Services	3,294	0.13%
<b>Miscellaneous Benefits Total</b>	<b>9,025</b>	<b>0.35%</b>
<b>Benefits Administration</b>		
Benefits Administration	10,193	0.40%
<b>Benefits Administration Total</b>	<b>10,193</b>	<b>0.40%</b>
<b>Internal Chargebacks Recoveries</b>		
Internal Chargebacks Recoveries	(654,719)	-25.40%
<b>Internal Chargebacks Recoveries Total</b>	<b>(654,719)</b>	<b>25.40%</b>
<b>Net</b>	<b>1</b>	

\* This is only an estimate of the costs and is not representative of actual spending.

## Resource Summary per Estimates

BC Public Service Agency				
Long Term Disability Fund Special Account				
Operating Expense (\$000's)				
Core Businesses	Budget 2021/22	2022/23	2023/24	2024/25
LTD Fund Special Account	24,763	23,985	23,985	23,985
<b>Total</b>	24,763	23,985	23,985	23,985

**BC PUBLIC SERVICE AGENCY  
LTD Fund Special Account  
IMPLICATIONS OF 2022/23 FUNDING**

Compared to the 2021/22 budget of \$24.763M, the 2022/23 budget for the LTD Fund Special Account decreased by \$0.778M or 3.14% to \$23.985M (see Resource Summary per Estimates).

Highlights of changes include:

- Increase of \$0.475M in recoveries due to increase in entities contribution rates.
- Increase of \$0.303M in Transfer from Benefit Vote due to increased salary base for provincial government.

**CRF Capital Budget**

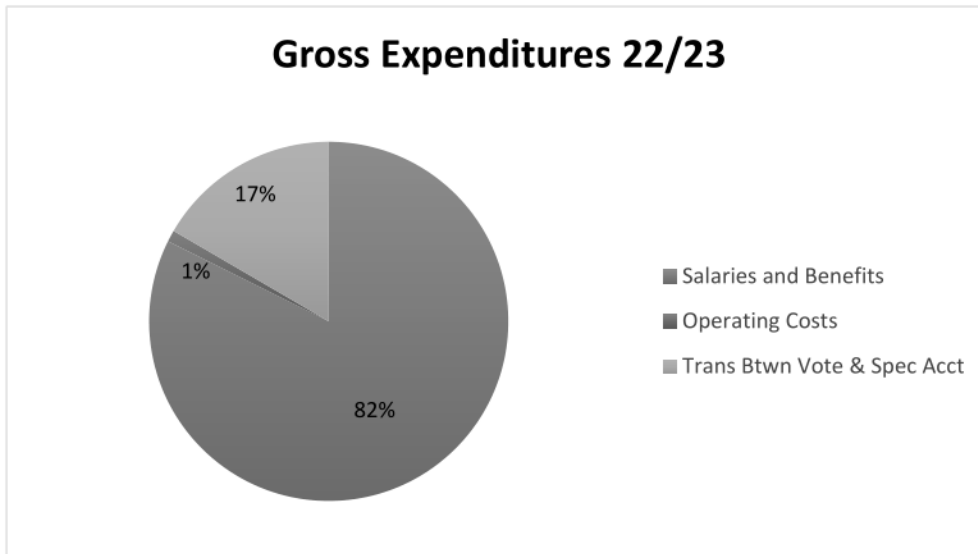
Compared to the 2021/22 restated budget, there is no change to the capital budget in 2022/23. There is no capital budget for the LTD Fund Special Account.

**Reductions/Increases for 2023/24 and 2024/25**

Compared to the 2022/23 budget of \$23.985M, the 2023/24 and 2024/25 budgets remain the same at \$23.985M.

**BC PUBLIC SERVICE AGENCY**  
**LTD Fund Special Account**  
**Supplement to the Estimates by STOB**

	2021/22 Estimates \$000	2022/23 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) \$000
Salaries and Benefits	65,700	65,700	0	0.00%
Operating Costs	840	840	0	0.00%
Trans Btwn Vote & Special Account	13,450	13,450	0	0.00%
Other Expenditures	70	70	0	0.00%
<b>Expenses Sub-Total</b>	<b>80,060</b>	<b>80,060</b>	<b>0</b>	<b>0.00%</b>
Recoveries Internal to CRF	-371	-392	-21	5.66%
Recoveries External to CRF	-10,539	-10,993	-454	4.31%
Transfer from Ministry Operations Vote	-44,387	-44,690	-303	0.68%
<b>Recoveries Sub-Total</b>	<b>-55,297</b>	<b>-56,075</b>	<b>-778</b>	<b>1.41%</b>
<b>Total</b>	<b>24,763</b>	<b>23,985</b>	<b>-,778</b>	<b>-3.14%</b>
<b>Capital</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



**MINISTER ADVISORY NOTE  
AS OF FEBRUARY 28, 2022**

**ISSUE: LONG TERM DISABILITY SPECIAL ACCOUNT HISTORY**

**ADVICE AND RECOMMENDED RESPONSE:**

- **The LTD Plan provides members with income continuation in the event that an eligible employee becomes totally disabled due to illness or injury for a period of time greater than six months. The Plan also pays for services and costs associated in supporting individuals returning to work from LTD claims.**
- **The LTD Special Account was established in Budget 2016 to enable the transition from a Trust to a special account. This change was made to provide stability to the Plan, increase transparency, reduce taxpayer-supported debt, and administration costs. The change in structure was effective April 1, 2017. Consolidation of cash balances across government, including the LTD Plan investments, supported government's debt management strategy. Reduced taxpayer-supported debt-to-GDP ratio helps protect government's triple-A credit rating.**
- **The change did not impact beneficiaries or participating employers.**
- **The LTD Plan consists of government reporting entities such as ministries, offices of the legislature, Liquor Distribution Branch and various crown corporations, agencies, boards and commissions. There are currently 18 outside organizations who have all signed participation agreements with the Province. As of February 28, 2022, there were approximately 39,597 employees covered by the LTD Plan.**

**CURRENT STATUS:**

- **At February 28, 2022 there were 1794 employees on LTD.**

**KEY FACTS REGARDING THE ISSUE:**

- **The plan is governed by the Deputy Minister, BC Public Service Agency and supported by the Disability Benefits Administration Branch and the Financial Management Office of the PSA.**
- **The BC Public Service Agency is responsible for administering the LTD Plan. Canada Life is under contract to adjudicate LTD claims and manage claimants who are eligible for benefits.**
- **The BC Public Service Agency produces a Long Term Disability Annual Report for participating employers.**

**CONTACT: DEAN SKINNER, ADM, CORPORATE SERVICES**  
**PHONE: 250.217.5538**

## MINISTRY OF FINANCE

## VOTE DESCRIPTIONS

(\$000)

Estimates  
2021/22Estimates  
2022/23

## VOTE 28 — BC PUBLIC SERVICE AGENCY

This vote provides for the programs, operations, and other activities described in the voted appropriations under the following core business: BC Public Service Agency.

## BC PUBLIC SERVICE AGENCY

## Voted Appropriations

Human Resources Services and Solutions.....	15,841	15,841
People and Organizational Development.....	9,768	9,768
Policy, Innovation and Engagement.....	1,565	1,565
Employee Relations.....	4,675	4,796
Corporate Services.....	27,658	27,658
	<u>59,507</u>	<u>59,628</u>

**Voted Appropriations Description:** This sub-vote provides for the BC Public Service Agency programs and operations, including a full range of human resource services to assist clients in meeting their business goals, including consulting, compensation and classification, payroll, learning services, performance management, development, diversity, inclusiveness, recognition and engagement programs, succession management, hiring, and other human resource related programs. This sub-vote also provides for a full range of labour relations and employment services, including negotiation and administration of collective agreements, severance, and labour relations advice and dispute resolution. This sub-vote also provides for the executive direction of the BC Public Service Agency, including management services for the Benefits and Other Employment Costs Vote, along with administrative support services, policy and program development, financial services, communications, corporate human resource application management, strategic planning, and information systems. Costs may be recovered from special accounts, ministries, Crown agencies, boards and commissions, and other parties both internal and external to government for activities described within this sub-vote.

## VOTE 28 — BC PUBLIC SERVICE AGENCY

59,507

59,628



## MINISTRY OF FINANCE

## VOTE DESCRIPTIONS

(\$000)

	Estimates 2021/22	Estimates 2022/23
--	----------------------	----------------------

## VOTE 29 — BENEFITS AND OTHER EMPLOYMENT COSTS

This vote provides for the programs, operations, and other activities described in the voted appropriations under the following core business: Benefits and Other Employment Costs.

## BENEFITS AND OTHER EMPLOYMENT COSTS

## Voted Appropriations

Pension Contribution and Retirement Benefits.....	376,268	409,533
Employer Health Tax.....	48,800	49,600
Employee Health Benefits.....	123,159	132,679
Long Term Disability.....	43,387	43,690
Other Benefits.....	8,522	9,025
Benefits Administration.....	9,993	10,193
Recoveries.....	(610,128)	(654,719)
	<u>1</u>	<u>1</u>

**Voted Appropriations Description:** This sub-vote provides for services and payment of costs related to employment-related benefits, including pension, retirement, employer contributions to Canada Pension Plan and Employment Insurance, employee health benefits, workforce adjustment services and severance costs, and related policy, program development, and administration for these business lines. This sub-vote also provides for the payment of the Employer Health Tax. This sub-vote also provides for the delivery of Disability Management and Workplace Health and Safety Programs and the management of the Provincial Employees Community Services Fund. Costs may be recovered from special accounts, ministries, Crown agencies, boards and commissions, and other parties both internal and external to government for activities described within this sub-vote.

VOTE 29 — BENEFITS AND OTHER EMPLOYMENT COSTS	1	1
-----------------------------------------------	---	---

## MINISTRY OF FINANCE

SPECIAL ACCOUNTS<sup>1</sup>

(\$000)

	Estimates 2021/22	Estimates 2022/23
<b>LONG TERM DISABILITY FUND SPECIAL ACCOUNT</b>		
This account was established under the <i>Public Service Benefit Plan Act</i> in 2017 for the purpose of continuing the operations of the Long Term Disability Plan. Revenues and recoveries include premiums paid into the special account by participating employers and interest amounts credited to the special account balance as prescribed by regulation. Expenses of the special account include benefit payments, expenses relating to changes in the actuarial estimate of plan liabilities, and plan administrative costs.		
<b>SPENDING AUTHORITY AVAILABLE AT THE BEGINNING OF THE FISCAL YEAR <sup>2</sup> .....</b>	<b>763,135</b>	<b>781,762</b>
OPERATING TRANSACTIONS		
Revenue.....	43,390	45,788
Expense.....	(80,060)	(80,060)
Internal and External Recoveries.....	10,910	11,385
Transfer from Ministry Operations Vote.....	44,387	44,690
Net Revenue (Expense).....	18,627	21,803
FINANCING TRANSACTIONS		
Receipts.....	—	—
Disbursements.....	—	—
Capital Expenditures.....	—	—
Net Cash Source (Requirement).....	—	—
<b>PROJECTED SPENDING AUTHORITY AVAILABLE AT THE END OF THE FISCAL YEAR <sup>2</sup> .....</b>	<b>781,762</b>	<b>803,565</b>

## NOTES

<sup>1</sup> A Special Account is an account in the General Fund where the authorization to spend money from the account is located in an Act other than the *Supply Act*.

<sup>2</sup> The Spending Authority Available at the Beginning of the Fiscal Year 2021/22 is based on the 2020/21 *Public Accounts*. The Projected Spending Authority Available at the End of the Fiscal Year represents the cash and temporary investments projected to be available at the end of each fiscal year.

MINISTRY OF FINANCE  
(\$000)

**VOTE 28 BC Public Service Agency**

Description	Total 2021/22 Operating Expenses	50	51	52	54	Total Salaries and Benefits	55	57	59	60	63	65	67	68	69
<b>BC Public Service Agency</b>	<b>59,507</b>	<b>30,584</b>	<b>212</b>	<b>7,766</b>	—	<b>38,562</b>	—	<b>1,027</b>	<b>307</b>	<b>1,853</b>	<b>24,717</b>	<b>3,441</b>	<b>780</b>	—	—
Human Resources Services and Solutions	15,841	11,628	120	2,953	—	14,701	—	164	—	29	108	389	780	—	—
People and Organizational Development	9,768	6,650	63	1,689	—	8,402	—	410	—	1,306	134	1,220	—	—	—
Policy, Innovation and Engagement	1,565	3,837	10	974	—	4,821	—	89	—	378	82	1,431	—	—	—
Employee Relations	4,675	3,640	1	924	—	4,565	—	265	246	—	45	125	—	—	—
Corporate Services	27,658	4,829	18	1,226	—	6,073	—	99	61	140	24,348	276	—	—	—
<b>Total</b>	<b>59,507</b>	<b>30,584</b>	<b>212</b>	<b>7,766</b>	—	<b>38,562</b>	—	<b>1,027</b>	<b>307</b>	<b>1,853</b>	<b>24,717</b>	<b>3,441</b>	<b>780</b>	—	—

70	72	73	75	Total Operating Costs	77	79	80	Total Govt Transfers	81	83	85	Total Other Expenses	86	88	Total Internal Recoveries	89	90	Total External Recoveries	Total 2022/23 Operating Expenses
—	—	495	93	32,713	—	—	—	—	—	—	9,060	9,060	(450)	(16,237)	(16,687)	(2,215)	(1,805)	(4,020)	59,628
—	—	—	—	1,470	—	—	—	—	—	—	45	45	—	(325)	(325)	(25)	(25)	(50)	15,841
—	—	—	83	3,153	—	—	—	—	—	—	5,697	5,697	—	(7,480)	(7,480)	—	(4)	(4)	9,768
—	—	—	—	1,980	—	—	—	—	—	—	2,352	2,352	—	(7,588)	(7,588)	—	—	—	1,565
—	—	—	—	681	—	—	—	—	—	—	9	9	(450)	(3)	(453)	—	(6)	(6)	4,796
—	—	495	10	25,429	—	—	—	—	—	—	957	957	—	(841)	(841)	(2,190)	(1,770)	(3,960)	27,658
—	—	495	93	32,713	—	—	—	—	—	—	9,060	9,060	(450)	(16,237)	(16,687)	(2,215)	(1,805)	(4,020)	59,628

# MINISTRY OF FINANCE

## (\$000)

### VOTE 29 Benefits and Other Employment Costs

Description	Total 2021/22 Operating Expenses	50	51	52	54	Total Salaries and Benefits	55	57	59	60	63	65	67	68	69
<b>Benefits and Other Employment Costs</b>	<b>1</b>	<b>9,017</b>	<b>—</b>	<b>683,230</b>	<b>—</b>	<b>692,247</b>	<b>—</b>	<b>187</b>	<b>3,457</b>	<b>1,241</b>	<b>1,097</b>	<b>440</b>	<b>—</b>	<b>—</b>	<b>—</b>
Pension Contribution and Retirement Benefits	376,268	—	—	416,614	—	416,614	—	—	—	—	—	—	—	—	—
Employer Health Tax	48,800	—	—	51,000	—	51,000	—	—	—	—	—	—	—	—	—
Employee Health Benefits	123,159	—	—	207,517	—	207,517	—	—	—	—	—	—	—	—	—
Long Term Disability	43,387	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Other Benefits	8,522	—	—	5,809	—	5,809	—	—	3,457	250	—	—	—	—	—
Benefits Administration	9,993	9,017	—	2,290	—	11,307	—	187	—	991	1,097	440	—	—	—
Recoveries	(610,128)	—	—	—	—	—	—	—	—	—	—	—	—	—	—
<b>Total</b>	<b>1</b>	<b>9,017</b>	<b>—</b>	<b>683,230</b>	<b>—</b>	<b>692,247</b>	<b>—</b>	<b>187</b>	<b>3,457</b>	<b>1,241</b>	<b>1,097</b>	<b>440</b>	<b>—</b>	<b>—</b>	<b>—</b>

### Statutory Appropriations

Description	Total 2021/22 Operating Expenses	50	51	52	54	Total Salaries and Benefits	55	57	59	60	63	65	67	68	69
<b>Long Term Disability Fund special account Provincial</b>	<b>69,150</b>	<b>—</b>	<b>—</b>	<b>65,700</b>	<b>—</b>	<b>65,700</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>840</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>
<b>Total</b>					<b>—</b>		<b>—</b>						<b>—</b>	<b>—</b>	<b>—</b>

70	72	73	75	Total Operating Costs	77	79	80	Total Govt Transfers	81	83	85	Total Other Expenses	86	88	Total Internal Recoveries	89	90	Total External Recoveries	Total 2022/23 Operating Expenses
—	—	—	—	6,422	—	—	350	350	44,690	—	201	44,891	(13,000)	(654,767)	(667,767)	(11,689)	(64,453)	(76,142)	1
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(2,062)	(5,019)	(7,081)	409,533
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(1,400)	(1,400)	49,600
—	—	—	—	—	—	—	—	—	—	—	—	—	(9,871)	—	(9,871)	(9,181)	(55,786)	(64,967)	132,679
—	—	—	—	—	—	—	—	—	44,690	—	—	44,690	—	—	—	(264)	(736)	(1,000)	43,690
—	—	—	—	3,707	—	—	—	—	—	—	—	—	(100)	—	(100)	(41)	(350)	(391)	9,025
—	—	—	—	2,715	—	—	350	350	—	—	201	201	(3,029)	(48)	(3,077)	(141)	(1,162)	(1,303)	10,193
—	—	—	—	—	—	—	—	—	—	—	—	—	—	(654,719)	(654,719)	—	—	—	(654,719)
—	—	—	—	6,422	—	—	350	350	44,690	—	201	44,891	(13,000)	(654,767)	(667,767)	(11,689)	(64,453)	(76,142)	1

70	72	73	75	Total Operating Costs	77	79	80	Total Govt Transfers	81	83	85	Total Other Expenses	86	88	Total Internal Recoveries	89	90	Total External Recoveries	Total 2022/23 Operating Expenses
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	840	—	—	—	—	13,450	—	70	13,520	—	(392)	(392)	(1,321)	(9,672)	(10,993)	68,675
—	—	—	—	—	—	—	—	—	—	—	10	10	—	—	—	—	—	—	10
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

**MINISTER ADVISORY NOTE**  
**As of March 31, 2022**

**ISSUE: BC PUBLIC SERVICE AND COVID-19 WORKFORCE  
MANAGEMENT**

**ADVICE AND RECOMMENDED RESPONSE:**

- **The BC Public Service operates in compliance with orders and guidance of the Provincial Health Officer (PHO), the BC Centre for Disease Control and WorkSafeBC in managing employee safety and health during the Provincial Health Emergency declared for COVID-19.**
- **The BC Public Service Agency (PSA) is committed to proactively protecting employees and minimizing the risk of spreading the novel coronavirus that causes COVID-19.**
- **The human resources response for the public service workforce, including health and safety for COVID-19, has been led by the PSA.**
- **Beginning in January 2022, the PSA has been supporting supervisors to prepare for a return to usual operational staffing levels April 4, 2022. Workplaces are equipped with updated safety plans and tools, communications, education, and support including mental health support for public service workers.**
- **BC government services are deemed essential services; the PSA response to COVID-19 has allowed public service workers to sustain operations to safely support BC citizens.**

**CURRENT STATUS:**

- As the province implements *BC's Restart Plan*, the Public Service Agency and Ministry for Citizens' Services are actively supporting the public service with guidance on workplace operations and supporting ministries in developing safe work procedures.
- Public services have been maintained through a mix of modified workplace practices and remote work arrangements that are designed to protect public service employees and clients from the spread of COVID-19.
- Through the planned repopulation of workplaces PSA is actively monitoring orders and guidance from the PHO and evidence and information from the BC Centre for Disease Control (BC CDC), Government of Canada and scientific journals, among others.
- PSA actively responds, advises and adjusts as necessary to new information and guidance and communicates this to public service workers via a unique page at MyHR.
- Public service leaders continue to support employee physical and mental health through services and resources as the workforce manages through the pandemic.
- The public service ministries do not collect information on diagnosed employee COVID-19 cases.

## **KEY FACTS REGARDING THE ISSUE:**

- The BC Provincial Health Officer (PHO) declared a provincial health emergency in March 2020 in response to the presence in BC of the novel coronavirus (SARS-CoV-2) and the incidence of Coronavirus disease (COVID-19).
- High levels of community vaccination are significantly reducing the severity and impact of Coronavirus infection for British Columbians.
- The BC CDC says that the novel coronavirus is transmitted via liquid droplets generated when a person talks, coughs or sneezes.
- The coronavirus can enter a person through the eyes, nose or throat, particularly if the person is in close contact with an infected person.
- The PHO Workplace Safety Order is set to expire April 8, 2022. Following this date, Communicable Disease Prevention Plans or Exposure Control plans are in place across BC Public Service workplaces will guide common infection control practices.
- PSA regularly updates public service workforce guidance in line with Public Health updates.
- PSA works closely in supporting ministries with COVID-19 related operational questions.

**CONTACT: DR. WILLIAM LAKEY, MEDICAL DIRECTOR WORKPLACE HEALTH  
AND SAFETY  
PHONE: 604.660.2587**



**MINISTER ADVISORY NOTE  
AS OF APRIL 29, 2022**

**ISSUE: BC PUBLIC SERVICE COVID-19 VACCINATION POLICY**

**ADVICE AND RECOMMENDED RESPONSE:**

- The BC government supported the effort to increase vaccination rates across the province and acted to uphold its responsibilities as an employer by making vaccination a requirement for BC Public Service employees as of November 22, 2021.
- The COVID-19 Vaccination Policy balances the privacy and human rights issues of employees with the requirements to maintain a safe work environment for employees and to protect the public in providing services.
- More than 98% of BC Public Service employees were fully vaccinated in compliance with the policy within the first three months of its implementation.
- Recognizing that the global pandemic is not over, the vaccination policy remains in place.

**SECONDARY MESSAGES:**

- The BC Public Service developed this policy with careful consideration of the context of B.C.'s pandemic, prevailing public health advice, the approach taken by other employers in B.C. and across Canada, and the potential legal issues and challenges to the policy.
- Compliance with the COVID-19 policy is a term and condition of employment under Regulation 284/2021 Public Service COVID-19 Vaccination Regulation of the *Public Service Act*.

**CURRENT STATUS:**

- Approximately 400 employees are either unvaccinated or refused to disclose their vaccination status, resulting in them being placed on leave without pay. Terminations for just cause are initiated three months after they were placed on leave without pay for those who have not requested an accommodation.
- The number of unvaccinated employees fluctuates over time due to several variables, including:
  - Terminations being completed
  - Unvaccinated employees resigning
  - Employees returning from various long-term leaves, at which time they must disclose

- their vaccination status
  - Unvaccinated employees becoming vaccinated
  - Accommodation requests being denied, with those employees subsequently considered unvaccinated
- The PSA continues to process approximately 385 accommodation requests made under protected grounds of the Human Rights Code (BC), most of which are on either medical or religious grounds.
- A small group of excluded employees initiated legal action seeking a judicial review of the vaccination policy. Their initial request for an injunction preventing their termination pending that review was denied, and the judicial review hearing is currently scheduled for mid-July.

### **KEY FACTS REGARDING THE ISSUE:**

- The COVID-19 Vaccination policy was brought into effect on November 1, 2021 and will be in effect until general public health concerns regarding COVID are reduced to a level, prescribed by government, to enable workplaces to operate without COVID-related restrictions.
- Changes to the Occupational Safety and Health policy applied the vaccination requirement to contractors and other persons entering a public service worksite.
- The COVID-19 vaccination policy does not apply to members of the public receiving a government service.
- Costs for this fiscal and next fiscal have been budgeted for legal, contract, and salary costs related to processing exemption requests under protected areas of the Human Rights Code (BC), legal reviews, and legal challenges to the policy.

**CONTACT: RUEBEN BRONEE, ADM, POLICY, INNOVATION AND ENGAGEMENT  
PHONE: 250.213.6614**

**MINISTER ADVISORY NOTE  
AS OF APRIL 28, 2022**

**ISSUE: COVID-19 TERMINATIONS**

**ADVICE AND RECOMMENDED RESPONSE:**

- On November 1, 2021, the BC Public Service implemented *HR Policy 25: COVID-19 Vaccination* (“HR Policy 25”), making it mandatory for BC Public Service Employees to be fully vaccinated against COVID-19.
- Active employees who confirmed they were unvaccinated or refused to disclose their vaccination status by November 22, 2021 were placed on leave without pay for a period of three months after which they were advised their employment may be terminated.
- On November 19, 2021, government established a regulation to the Public Service Act which made HR Policy 25 a term and condition of employment for BC Public Service employees and that if an employee were terminated under HR Policy 25, the employee would be deemed to have been dismissed for just cause.
- Employees can request an exemption from the policy on a protected ground under the *Human Rights Code*.
- On February 24, 2022, the BC Public Service began terminating employees who were in non-compliance with HR Policy 25 and had completed a minimum of three months on leave without pay.

**SECONDARY MESSAGES:**

- As of April 25, 2022, 367 employees were on three-month leave without pay leading to termination; 299 had completed a minimum of three months on leave without pay; and 33 terminations had been completed.
- Of the 400 total employees due to be terminated for non-compliance with HR Policy 25, *including* those that have already been processed: 379 are union and 21 are non-union who live in the following regions: Lower Mainland (118), Vancouver Island (123), Interior (112), North (47).
- Because these terminations are for just cause, no severance is paid to employees when they are dismissed under HR Policy 25.

## **CURRENT STATUS:**

- As of April 25, 2022, 33 terminations under HR Policy 25 had been completed.
- The BC Public Service Agency's (PSA) Employee Relations Team continues to work with ministries across government to process pending HR Policy 25 terminations, which must be reviewed and approved on an individualized basis.
- As of April 25, 403 employees have requested an accommodation under a ground protected under the *Human Rights Code*. Nearly all requests of a medical nature have been processed and resolved. The assessment of the majority of non-medical requests remains in-progress and are either pending decision or awaiting additional information from the employee or the supervisor/manager before a final determination can be made.

## **KEY FACTS REGARDING THE ISSUE:**

- The BC Public Service implemented HR Policy 25: COVID-19 Vaccination on November 1, 2021, and on November 19, 2021, Regulation 284/2021 – Public Service Covid-19 Vaccination Regulation established that the Policy is a term and condition of employment for BC Public Service employees.
- HR Policy 25 applies regardless of whether an employee works onsite at a BC Public Service worksite or remotely and includes those employees working under telework arrangements.
- Human Resource Policy 23 – Termination for Just Cause, Excluded and Included Employees was updated on February 3, 2022, to align with HR Policy 25 and the regulation. A definition of “just cause” specific to HR Policy 25 was added; as well, a new “Administrative Due Process Checklist” was added that is specific to the COVID-19 policy and regulation, to ensure due process is clearly laid out for the HR Policy 25 terminations.
- Legal Information
- Prior to implementation of HR Policy 25, the employer provided multiple communications to BC Public Service employees to ensure awareness of the policy.
- While employees are on leave without pay prior to termination, the Employer has continued to provide their employer-paid basic benefit coverage (such as health, dental and employee basic life insurance). The Employee and Family Assistance Program has also remained available to them while on leave without pay.
- As of April 25, 403 employees have requested an accommodation under a ground protected under the *Human Rights Code*. Each request is assessed on an individual basis and considered on its own merits.
- In most ministries, between one and five employees are or will be eligible for termination. Six ministries had 25 or more such employees: Attorney General and Housing; Children and Family Development; Forests, Lands, Natural Resource Operations and Rural Development; Public Safety & Solicitor General; the Ministry of Finance (specifically, the Liquor Distribution Branch); and the Ministry of Citizen's Services.

## **MINISTER ADVISORY NOTE**

- Four excluded employees had filed a judicial review in B.C. Supreme Court in hopes of petitioning the court to overturn HR Policy 25 as unreasonable. Pending a judicial review of their case, the petitioners had sought an injunction to stop terminations from proceeding in the meantime, but a judge ruled the terminations could proceed.

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS**  
**PHONE: 778.698.7912**

**MINISTER ADVISORY NOTE  
AS OF MAY 10, 2022**

**ISSUE: BC PUBLIC SERVICE REMOTE WORK DURING PANDEMIC**

**ADVICE AND RECOMMENDED RESPONSE:**

- **The BC Public Service has supported remote work options for many years. As a result, we had the necessary policies and resources in place to support a shift to remote work at the onset of the pandemic aligned with the recommendations of the Provincial Health Officer.**
- **It is a testament to the commitment of the public service that throughout the pandemic the services and programs British Columbians rely on continued to be delivered.**
- **Consistent with the easing of restrictions the Provincial Health Officer, effective April 4, 2022 any employee working remotely must have a formal telework agreement approved by their supervisor.**
- **Approximately 51% of BC Public Service employees now have telework agreements in place allowing them to continue working remotely on a part-time or full-time basis.**

**SECONDARY MESSAGES:**

- **Most employees working from home during the pandemic expressed a desire to continue remote working on at least a part-time basis.**
- **The BC Public Service acknowledges this preference and in Fall 2021 established an updated model for flexible work, balancing employee preferences, the responsibilities of the employer and our shared commitment to serving the public. This model is now implemented.**

**CURRENT STATUS:**

- **The updated flexible work model established by the employer has led to a significant increase in the number of public service employees with approved telework agreements. Approximately 51% of public service employees now have telework agreements in place in comparison to approximately 10% of employees prior to the onset of the pandemic. On average, these arrangements provide that an employee will attend their workplace at least two days per week. Almost 10% of the workforce have full-time remote work arrangements.**
- **Under the direction of the Deputy Ministers' Committee on Public Service Renewal, the PSA will continue to review and refine its approach to flexible work, with service to the public remaining the primary focus. Ministries retain significant discretion to tailor the flexible work model to their unique business context and provide flexible work options only where beneficial to both an employee and their work unit. But all flexible work arrangements must**

adhere to the corporate guidelines established by the PSA and use the prescribed telework agreement template.

## **KEY FACTS REGARDING THE ISSUE:**

- While not widely adopted prior to the pandemic, the BC Public Service has had policies and supporting resources in place to enable remote working since at least 2012. These include telework agreements and training and other resources to support effective supervision, performance management, and employee health and safety for virtual workers. The existing provisions and updates made in 2021 were supported by the BCGEU and align with language included in the main collective agreement.
- With the onset of the pandemic in March 2020, the BC Public Service encouraged employees to work from home where operationally possible in accordance with the recommendations of the Provincial Health Officer. Corporate data is not available, however input from ministries indicates the majority of employees who were not operationally required to be in a particular workplace chose to work from home on at least a part-time basis with no substantive impact on service delivery.
- A February 2021 survey of a sample of employees found 83 per cent of those working from home would like to do so post-pandemic, but the majority of those only on a part-time basis. This is consistent with external research among other employers, which consistently finds a preference for long-term part-time remote work. It is anticipated that most private and public-sector employers will support increased part-time remote work – a so-called “hybrid model” – after the pandemic.
- In May 2021, the PSA initiated an employee and stakeholder engagement process to gather further perspectives on the benefits and challenges experienced working remotely. This and extensive research and stakeholder engagement informed a new long-term corporate approach to remote work focused on:
  1. Maintaining and enhancing effective service delivery to British Columbians.
  2. Upholding the BC Public Service’s accountabilities and priorities as an employer.
  3. Supporting employee engagement and maintaining the competitiveness of the BC Public Service as an employer.
- These efforts resulted in the launch of an updated model for flexible work in Fall 2021, including a modernized telework agreement, and supporting tools and resources for both employees and supervisors. Telework agreements established under this model took effect April 4, 2022.

**CONTACT: RUEBEN BRONEE, ADM, POLICY, INNOVATION AND ENGAGEMENT  
PHONE: 250.213.6614**

**MINISTER ADVISORY NOTE  
AS OF APRIL 29, 2022**

**ISSUE: ESA SICK LEAVE FOR EMPLOYEES**

**ADVICE AND RECOMMENDED RESPONSE:**

- **Amendments made to the Employment Standards Act (ESA) provide that, effective January 1, 2022, employees after 90 consecutive days of employment are entitled to 5 paid days of sick leave.**
- **Existing BC Public Service provisions already satisfied this requirement for the great majority of employees.**
- **Changes are required to sick leave plans for two groups of employees: regular employees who have not reached 6 months employment; and auxiliary employees with fewer than 1827 hours of service.**
- **These changes are being addressed to ensure the public service is supporting its employees consistent with the ESA.**

**SECONDARY MESSAGES:**

- **The additional cost of meeting the new sick leave requirement for excluded employees is estimated to be approximately \$375,000 annually.**
- **The additional cost of meeting the new sick leave requirement for included employees covered by the BCGEU Main Agreement is estimated to be approximately \$7 million annually.**
- **It was initially arguable that sick leave provided under collective agreements meets or exceeds the new sick leave requirement for all bargaining unit employees and, as a result, the ESA amendments did not have an impact on included employees. However, on March 31, 2022 the ESA was further amended to provide that the paid sick leave entitlement applied to all employees in British Columbia, regardless of the language in collective agreements.**

**CURRENT STATUS:**

The PSA is working with its service provider to update payroll and leave systems so that the new ESA sick leave provisions may be claimed. Changes to sick leave will be formalized via amendments to the Terms and Condition of Employment for Excluded Employees and the Collective Agreements for included employees.



## KEY FACTS REGARDING THE ISSUE:

Sick leave is provided to regular employees in three stages:

- **Less than 3 months of service (Stage 1)**  
Maximum of 6 days per calendar year at 75% regular rate of pay.
- **3 to 6 months of service (Stage 2)**  
75% regular rate of pay for first 6 days, 66% for days thereafter for up to 15 weeks total.
- **6 months or more of service (Stage 3)**  
Maximum 6 calendar months at 75% of regular rate of pay and for excluded an entitlement to annual 10.5 hours of supplementary credit for sick leave top-up which together provide 6 days sick leave at 100% pay.

Sick leave provided to excluded auxiliary employees under 1827 hours mirrors that provided to included auxiliaries under 1827 hours by Article 31.8 in the BCGEU Main Agreement. In sum, Article 31.8 provides that after a 7-day waiting period an auxiliary employee with 400 hours of seniority receives 60% of salary for up to 15 weeks of sick leave.

The sick leave plans outlined above do not align with the new ESA requirement as it relates to regular employees under 6 months or auxiliary employees under 1827 hours. Changes required to sick leave for these two groups of employees are summarized in the tables below.

Regular Employees Under 6 Months	
Current	New
After 3 months receive 75% of pay for first 6 days of illness	After <b>90 calendar days</b> receive 75% of pay for first 6 days of illness
No top-up available until 6 months employment	<b>After 90 days excluded employees are entitled to supplementary top-up credit of 10.5 hours which in combination with the 75% of pay base benefit provides 6 full-pay sick days</b> <b>After 90 days included employees will be entitled to a supplementary top-up credit similarly.</b>
After first 6 days receive 66% of pay for up to 15 weeks total sick leave	No change

Auxiliary Employees Under 1827 Hours	
Current	New
After 400 hours eligible for sick leave	After <b>90 calendar days</b> eligible for sick leave
7-day waiting period in each instance of illness before sick leave provided	<b>No waiting period</b>
60% of pay for up to 15 weeks total sick leave	<b>5 full-pay sick days</b> , then 60% of pay for up to 15 weeks total sick leave

## **MINISTER ADVISORY NOTE**

### **CONTACT:**

**RUEBEN BRONEE, ADM, POLICY, INNOVATION AND ENGAGEMENT  
PHONE: 250.213.6614**

**ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS  
PHONE: 778-698-7912**

**MINISTER ADVISORY NOTE  
AS OF MARCH 21, 2022**

**ISSUE: FTEs IN THE BC PUBLIC SERVICE**

**ADVICE AND RECOMMENDED RESPONSE:**

Advice/Recommendations

## CURRENT STATUS:

The table below summarizes what was reported in the Budget and Fiscal Plan on Budget Day (February 22, 2022).

Table A13 Full-Time Equivalents (FTEs) – 2015/16 to 2024/2025 <sup>1</sup>

	Actual 2015/16	Actual 2016/17	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Updated Forecast 2021/22	Budget Estimate 2022/23	Plan 2023/24	Plan 2024/25	Average annual change (per cent)
<b>Taxpayer-supported programs and agencies:</b>											
Ministries and special offices (CRF) .....	27,192	27,940	29,291	30,891	31,774	32,444	33,400	34,400	34,400	34,400	2.6
Service delivery agencies <sup>2</sup> .....	4,803	4,850	5,076	5,258	5,985	6,042	6,698	8,108	8,670	8,194	6.1
<b>Total FTEs .....</b>	<b>31,995</b>	<b>32,790</b>	<b>34,367</b>	<b>36,149</b>	<b>37,759</b>	<b>38,486</b>	<b>40,098</b>	<b>42,508</b>	<b>43,070</b>	<b>42,594</b>	<b>3.2</b>
<b>Growth rates (per cent):</b>											
Ministries and special offices (CRF) .....	1.9	2.8	4.8	5.5	2.9	2.1	2.9	3.0	0.0	0.0	2.6
Service delivery agencies .....	0.1	1.0	4.7	3.6	13.8	1.0	10.9	21.1	6.9	-5.5	5.7
<b>Population per FTE: <sup>3</sup></b>											
<b>Total FTEs .....</b>	<b>149.3</b>	<b>148.2</b>	<b>143.4</b>	<b>138.6</b>	<b>134.9</b>	<b>134.0</b>	<b>130.1</b>	<b>125.0</b>	<b>125.4</b>	<b>128.8</b>	<b>-1.6</b>

<sup>1</sup> Full-time equivalents (FTEs) are a measure of staff employment. FTEs are calculated by dividing the total hours of employment paid for in a given period by the number of hours an individual, full-time person would normally work in that period. This does not equate to the physical number of employees. For example, two half-time employees would equal one FTE, or alternatively, three FTEs may represent two full-time employees who have worked sufficient overtime hours to equal an additional FTE.

<sup>2</sup> Service delivery agency FTE amounts do not include SUCH sector staff employment.

<sup>3</sup> Population per FTE is calculated using July 1 population (e.g. population on July 1, 2022 divided by 2022/23 FTEs).

Note: There are other service delivery agencies with FTEs reported in the government fiscal plan that are not included here, such as Liquor Distribution Branch, BC Pension Corp., Destination BC, and Royal BC Museum.

**CONTACT: DEAN SKINNER, ADM, CORPORATE SERVICES**  
**PHONE: 250.217.5538**

# MINISTER ADVISORY NOTE

## Appendix A:

### FTEs IN BC PUBLIC SERVICE, 2017/18 – 2021/22

Ministry	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Forecast 2021/22	Year over Year Change - Increase (Decrease)			
						2017/18 vs 2018/19	2018/19 vs 2019/20	2019/20 vs 2020/21	2020/21 vs 2021/22
Legislation	350	350	350	350	350	0	0	0	0
Officers of the Legislature	339	364	385	418	444	25	21	33	26
Office of the Premier	74	84	85	81	91	10	1	(4)	10
Advanced Education	360	354	373	383	412	(6)	19	10	29
Agriculture, Food and Fisheries	360	373	395	412	420	13	22	17	8
Attorney General	3,988	4,206	4,452	4,563	4,590	219	246	111	27
Children and Family Development	4,315	4,647	4,774	4,769	4,585	332	127	(5)	(184)
Citizens' Services	1,636	1,791	1,932	2,006	2,156	155	141	74	150
Education	359	377	392	385	394	18	16	(8)	9
Energy, Mines & Low Carbon Innovation	315	329	382	410	425	15	52	28	15
Environment & Climate Change Strategy	1,029	1,114	1,269	1,404	1,483	86	154	135	79
Finance	1,635	1,723	1,639	1,551	1,690	88	(84)	(88)	139
Forests, Lands & Natural Resource Operations	4,894	5,098	4,878	4,963	5,422	204	(219)	85	459
Health	1,191	1,278	1,363	1,505	1,585	87	85	142	80
Housing	130	161	164	163	159	31	3	(1)	(4)
Indigenous Relations & Reconciliation	227	228	235	229	245	1	8	(6)	16
International Trade	Rolled into Jobs, Economic Recovery and Innovation								
Jobs, Economic Recovery and Innovation	392	358	367	341	268	(33)	9	(27)	(73)
Labour	281	284	330	346	360	4	46	16	14
Mental Health & Addictions	21	54	60	69	81	33	7	8	
Municipal Affairs	244	242	242	263	329	(2)	0	21	66
Natural Gas Development	Rolled into Energy, Mines & Low Carbon Innovation								
Public Safety and Solicitor General	3,280	3,452	3,558	3,728	3,942	172	106	169	214
Public Service Agency	476	540	565	559	557	64	25	(5)	(2)
Small Business and Red Tape Reduction	Parts moved to PSSG; Jobs, Economic Recovery and Innovation; Citizens' Services								
Social Development & Poverty Reduction	1,905	1,974	2,033	1,986	1,933	70	59	(47)	(53)
Tourism, Arts, Culture and Sport	62	70	74	78	77	8	4	4	
Transportation and Infrastructure	1,412	1,419	1,456	1,463	1,477	7	38	7	14
Other Appropriations	21	21	21	18	19	0	(0)	(2)	1
<b>TOTAL FTEs</b>	<b>29,291</b>	<b>30,891</b>	<b>31,774</b>	<b>32,444</b>	<b>33,400</b>	<b>1,600</b>	<b>883</b>	<b>670</b>	<b>956</b>

# MINISTER ADVISORY NOTE

## FTEs IN SERVICE DELIVERY AGENCIES, BUDGET 2022

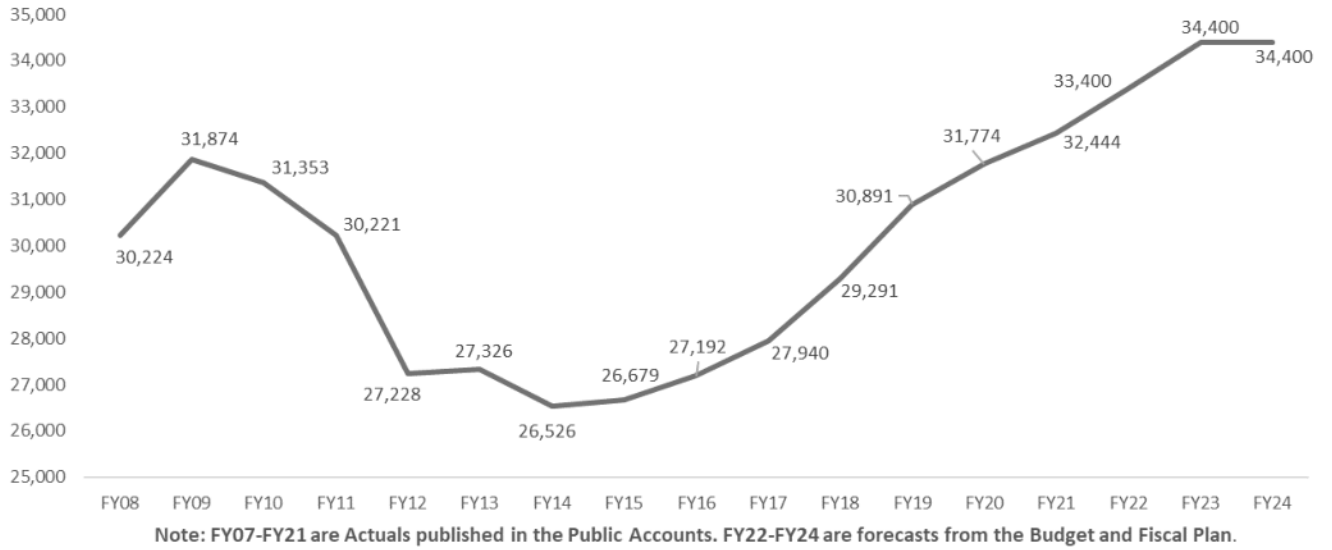
	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Q3 Fcst 2021/22	Estimate 2022/23	Plan 2023/24	Plan 2024/25	Year over Year Change - Increase (Decrease)					
									2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
									vs 2018/19	vs 2019/20	vs 2020/21	vs 2021/22	vs 2022/23	vs 2023/24
Listed service delivery agencies														
B. C. Transportation Fin Auth	-	-	-	-	-	-	-	-	-	-	-	-	-	-
TI Corp <sup>1</sup>	41	39	27	64	-	-	-	-	(2)	(12)	37	(64)	-	-
B. C. Transit	910	960	983	1,027	1,099	1,099	1,099	1,099	50	23	44	72	-	-
B. C. Housing	751	802	867	867	955	955	955	955	51	65	-	88	-	-
Community Living BC	524	558	592	617	640	678	682	687	34	34	25	23	38	4
Other taxpayer-supported Crown corporations														
B. C. Assessment Authority	734	710	716	680	675	641	609	609	(24)	6	(36)	(5)	(34)	(32)
B.C. Council for International Education	-	-	12	12	12	12	12	12	-	12	-	-	-	-
B.C. Financial Services Authority	-	-	147	167	264	325	323	323	-	147	20	97	61	(2)
B. C. Games Soc	10	9	8	8	10	10	10	10	(1)	(1)	-	2	-	-
InBC (formerly B. C. Immigrant Investment Fund Ltd)	-	-	-	-	4	16	23	23	-	-	-	4	12	7
B. C. Infrastructure Benefits Inc.	-	-	35	110	558	1,782	2,371	1,897	-	35	75	448	1,224	589
B.C. Family Maintenance Agency	-	-	188	189	201	201	201	201	-	188	1	12	-	-
B. C. Pavilion Corp	279	279	298	143	210	280	280	280	-	19	(155)	67	70	-
B. C. Securities Comm	222	245	262	266	282	290	276	274	23	17	4	16	8	(14)
Canadian Blood Services	307	304	305	310	307	307	307	307	(3)	1	5	(3)	-	-
Columbia Basin Trust	58	65	73	82	90	92	93	94	7	8	9	8	2	1
Destination BC	99	100	100	103	108	111	108	108	1	-	3	5	3	(3)
First Peoples' Heritage Language	12	30	44	46	47	47	47	47	18	14	2	1	-	-
Forest Enhancement Society of BC	5	5	6	6	6	6	6		-	1	-	-	-	-
Forestry Innovation Investment Ltd	46	46	49	54	55	55	55	55	-	3	5	1	-	-
Industry Training Authority	112	114	118	130	138	160	172	172	2	4	12	8	22	12
Innovate BC (formerly BC Innovation Council)	21	19	21	18	19	17	17	17	(2)	2	(3)	1	(2)	-
Knowledge Network Corp	48	48	45	44	44	46	46	46	-	(3)	(1)	-	2	-
Legal Services Soc	150	150	211	203	206	206	206	206	-	61	(8)	3	-	-
Oil and Gas Comm	259	267	270	278	279	279	279	279	8	3	8	1	-	-
Organized Crime Agency of B. C. Soc	68	70	114	82	82	82	82	82	2	44	(32)	-	-	-
Partnerships British Columbia Inc (Infra BC)	32	32	38	37	39	43	43	43	-	6	(1)	2	4	-
Real Estate Council	60	68	97	107					8	29	10	(107)	-	-
Real Estate Foundation	8	9	10	10	9	9	9	9	1	1	-	(1)	-	-
Royal BC Museum	114	113	124	136	150	150	150	150	(1)	11	12	14	-	-
Other Service Delivery Agencies	206	216	225	246	209	209	209	209	10	9	21	(37)	-	-
Total FTEs - SDAs	5,076	5,258	5,985	6,042	6,698	8,108	8,670	8,194	182	727	57	656	1,410	562

# MINISTER ADVISORY NOTE

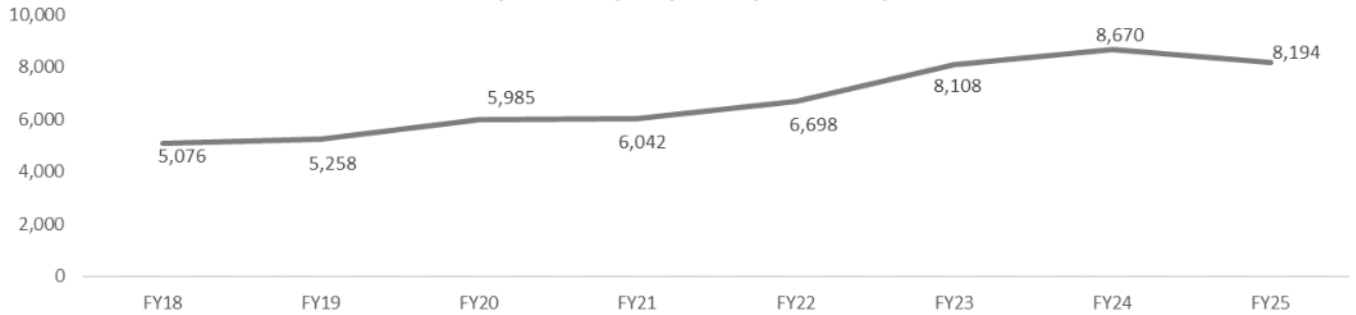
## Appendix B:

### BC PUBLIC SERVICE FULL-TIME EQUIVALENTS, 2007/08 – 2023/24

Full-Time Equivalents (FTEs) - 2007/08 to 2023/24



Full-Time Equivalents (FTEs) - 2017/18 to 2024/25



**MINISTER ADVISORY NOTE  
AS OF MARCH 17, 2022**

**ISSUE: EXECUTIVE COMPENSATION**

**ADVICE AND RECOMMENDED RESPONSE:**

- **Salaries for all Executive positions reflect a combination of the scope and impact for their position and their performance in the position. The scope and impact of the role determines the level assignment for the position and the performance of an individual, their experience and any unique skills they may bring to the job determines their salary level within the salary band.**
- **All executive compensation decisions (including acting assignments) must be managed through the Public Service Agency, Executive Talent Management Branch and require the recommendation of the Deputy Minister, BC Public Service Agency and approval by the Deputy Minister to the Premier.**
- **Compensation planning for excluded and executive employees within the BC public sector, including the public service, must comply with the direction provided by the Public Sector Employers' Council (PSEC) Secretariat. Compensation planning includes the types of compensation offered, the way the compensation is paid, and when employees would be eligible to receive salary increases and performance pay.**
- **The Executive Compensation Plan is comprised of 8 bands. This includes one Executive Lead band, two Assistant Deputy Minister bands, one Associate Deputy Minister band, three Deputy Minister bands and one band for the position Cabinet Secretary and Deputy to the Premier. The current maximum achievable salaries (effective April 1, 2021) for executives in the BC public service are:**

<b>Deputy Minister to the Premier and Cabinet Secretary</b>	<b>\$362,700</b>
<b>Deputy Minister 3</b>	<b>\$311,300</b>
<b>Deputy Minister 2</b>	<b>\$291,300</b>
<b>Deputy Minister 1</b>	<b>\$270,500</b>
<b>Associate Deputy Minister</b>	<b>\$239,300</b>
<b>Assistant Deputy Minister 2</b>	<b>\$213,300</b>
<b>Assistant Deputy Minister 1</b>	<b>\$192,500</b>
<b>Executive Lead</b>	<b>\$150,900</b>



- In other Canadian jurisdictions, the maximum of the salary range is fully utilized with most executives compensated at or near the top of the range. BC is unique in that there tends to be a wider range of compensation levels differentiating both Assistant Deputy Ministers and Deputy Minister positions. Only 3.1% (5 of 163) of executive positions (incumbered permanently) in the British Columbia public service are compensated at the maximum of the salary range, and these positions are primarily within the Assistant Deputy Minister range.

## **SECONDARY MESSAGES:**

- In the absence of government expenditure restrictions, individual executives are eligible for performance-based in-range salary increases on an annual basis, prorated for the period they have been in the role, within the fiscal period.
- A compensation freeze was applied to all BC public sector executives, including public service executives for the 2020/21 performance year.
- In the absence of compensation restrictions, the executive compensation guidelines permit performance based in-range movement as described below.

<b>Position within the Range</b>	<b>Ineffective</b>	<b>Developing</b>	<b>Solid Performance</b>	<b>High Achievement</b>	<b>Exceptional Circumstances</b>
<b>Above range mid-point</b>	0%	Up to 1%	Up to 2%	Up to 4%	Up to 10%
<b>Below range mid-point</b>	0%	Up to 1.5%	Up to 3%	Up to 5%	Up to 10%

Note: In-range adjustments are subject to government expenditure restrictions. All increases will be reported to PSEC Secretariat and advance approval will be obtained where necessary.

- Providing larger increases to those below the range mid-point recognizes the steep learning curve at the beginning of the placement into a given level. Limiting increases to those above the range mid-point ensures the maximum is not reached too quickly, while still encouraging performance.
- Exceptional rating may apply when either a significant mandate expansion occurs, or an extraordinary event takes place during the fiscal year and the performance demonstrated by the executive. Application of this rating category must be supported and approved by the Deputy Minister to the Premier.
- The performance assessment for Executive Leads, Assistant Deputy

## MINISTER ADVISORY NOTE

**Ministers, and where appropriate, Associate Deputy Ministers is presented by the supervising Deputy Minister to a review panel comprising of other Deputy Ministers, chaired and facilitated by the Deputy Minister to the Premier and the Deputy Minister, Public Service Agency. The Deputy Minister to the Premier conducts the performance assessments of Deputy Ministers and where appropriate, Associate Deputy Ministers.**

### CURRENT STATUS:

- Government Financial Information

- The public service is easing out of the executive salary freeze which applied to the 2020/21 performance year. Performance based in-range compensation increases will be reviewed for the 2021/22 performance year. The BCPSA continues to monitor any potential issues related to executive compensation.

### KEY FACTS REGARDING THE ISSUE:

No Deputy Ministers in BC are compensated at or near the maximum of the salary range. The average executive salaries (excluding acting) as of March 3, 2022 are:

Deputy Minister to the Premier and Cabinet Secretary	\$325,000
Deputy Minister 3	\$271,913
Deputy Minister 2	\$253,119
Deputy Minister 1	\$229,008
Associate Deputy Minister	\$205,352
Assistant Deputy Minister 2	\$185,895
Assistant Deputy Minister 1	\$163,012
Executive Lead	\$138,616

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS  
PHONE: 778.698.7912**

**MINISTER ADVISORY NOTE  
AS OF MARCH 18, 2022**

**ISSUE: MCCF AND IN-RANGE MOVEMENT**

**ADVICE AND RECOMMENDED RESPONSE:**

- **After a period of fiscal restraint, an updated Management Classification and Compensation Framework (MCCF) was implemented effective July 1, 2016. This new compensation framework moved all excluded managers from three bands into one of six new bands.**
- **This new framework was necessary to address the lagging compensation levels for excluded managers in the BC public service and to ensure the public service was fully implementing the management compensation philosophy to be better aligned with the BC public sector.**
- **The last general wage increase provided to excluded managers was in 2014. Starting in 2015 the public service provided, in accordance with direction from the Public Sector Employers' Council Secretariat (PSEC), annual performance based in-range increases of up to 2% to individuals who demonstrated good performance. Those increases were effective on July 1 of each year, and were only provided to employees who demonstrated good performance and were within their salary ranges. All increases were managed within existing salary budgets.**
- **PSEC released new direction in September 2018 called the B.C. Public Sector Employers' Guide to Accountable Compensation regarding excluded and executive compensation. This new direction provided public sector employers with the authority to utilize a more flexible approach to making performance-based excluded compensation decisions within the bounds of their approved plans. Following PSEC's new direction, the performance based in-range adjustments provided in 2019 were up to 3% for solid performers and up to 5% for exceptional performers.**
- **As a result of the COVID-19 pandemic and the resulting fiscal context, the Deputy Ministers' Council limited performance based increases to 2% for 2020 and 2021. These increases were approved by PSEC for the broader public sector employers including the Public Service.**
- **PSEC's guidelines allow for the adjustment of excluded salary ranges on an annual basis and this practice is consistent across the BC public sector. Since 2017, the MCCF excluded management salary ranges were**

aged annually by the same magnitude of the general wage increase provided to the BCGEU in each calendar year.

- When the current MCCF was implemented, it was intended that excluded employees would move through their position's salary range via the annual performance based pay progression. Due to fiscal restraint, this has not occurred as annual performance based increases have been the same or smaller than the annual salary range adjustments. Performance based increases of 3% and 5% respectively have only been provided once in the seven years since the BC public service moved away from general wage increases towards performance based increases for excluded managers.
- As a result of the ongoing fiscal restraint, salary range progression for excluded managers has stalled. The lack of movement within the salary range has caused issues including salary compression, salary inversion and inequities amongst peers along with an increase in excluded managers moving to other roles primarily to seek higher compensation.

#### **SECONDARY MESSAGES:**

- With the current maximum of the management salary Band 6 at \$151,800, BC ranks 10th in comparison to the other 14 public service jurisdictions (ahead of NL, PEI, NB, MB).
- There are approximately 6,000 excluded managers representing 16% of employees in the BC public service.

#### **CURRENT STATUS:**

- Government Financial Information

- Performance based in-range compensation increases will be reviewed for July 1, 2022.

#### **KEY FACTS REGARDING THE ISSUE:**

- Compensation levels for excluded managers in the BC public service still lag most other provincial and territorial jurisdictions, and the broader BC public sector. Bargaining unit compensation levels in many instances are close to or exceed those of their excluded manager supervisors. Continual monitoring of the salary ranges against the BC Public Sector will be necessary to ensure continued adherence to the management compensation philosophy.

## **MINISTER ADVISORY NOTE**

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS  
PHONE: 778.698.7912**

**MINISTER ADVISORY NOTE**  
**AS OF MAY 9, 2022**

**ISSUE: COLLECTIVE BARGAINING**

**ADVICE AND RECOMMENDED RESPONSE:**

- **The public sector bargaining mandate for agreements expiring on or after March 31, 2022 has been established by, and continues to be under review by, the Public Sector Employers' Council Secretariat (PSEC).**

Government Financial Information

- Government Financial Information

- **There are five collective agreements within the BC Public Service. Collective agreements for the BCGEU, PEA and BC Nurses Union (BCNU) expired on March 31, 2022. The collective agreement with Unifor expires June 30, 2022.**

Government Financial Information

Government Financial Information

- **The following table provides a summary of the bargaining status for each of the five BC Public Service collective agreements:**

Union/Association	Contract Expiry	Negotiation Status	Employee Count
BCGEU	March 31, 2022	Government Financial Information	30,176
PEA	March 31, 2022		1,283
BCCCA	March 31, 2019		523
BCNU	March 31, 2022		102
Unifor	June 30, 2022		14

## **SECONDARY MESSAGES:**

- The public sector bargaining mandate is established by PSEC which is responsible for overseeing overall public sector bargaining on behalf of the Minister of Finance. PSEC's authority is under the *Public Sector Employers' Act*.
- The PSA is the bargaining agent for the government, as set out under s. 3 of the *Public Service Labour Relations Act* (PSLRA), in negotiations with public service unions.

## **CURRENT STATUS:**

- Government Financial Information

- 

- 

- 

## **KEY FACTS REGARDING THE ISSUE:**

- There are three bargaining units within the BC Public Service defined by s. 4 of the PSLRA:
  - o British Columbia General Employees' Union (BCGEU),
  - o Professional Employees Association (PEA) and
  - o British Columbia Nurses Union (BCNU).
- Two other bargaining units exist within the BC Public Service outside of the PSLRA:
  - o British Columbia Crown Counsel Association (BCCCA) and
  - o Unifor (Queen's Printer).

## **MINISTER ADVISORY NOTE**

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS**  
**PHONE: 778.698.7912**



**MINISTER ADVISORY NOTE  
AS OF MARCH 29, 2022**

**ISSUE: MERIT COMMISSIONER – JUST CAUSE DISMISSAL REVIEWS**

**ADVICE AND RECOMMENDED RESPONSE:**

- The government supported the Ombudsperson's Misfire recommendation to have an independent office review just cause dismissals in the public service. The Merit Commissioner was granted authority to review Public Service just cause dismissals that occurred on or after April 1, 2018.
- Government has made considerable effort to enhance its practices respecting human resource investigations and just cause dismissals so that everyone can have confidence in those processes.
- Between April 1, 2018 and March 25, 2022, there were 61 just cause dismissals within the BC Public Service. Of these, as of March 25, 2022, 29 had reached the point where they have become eligible for review.
- In her office's 2021 annual report, the Merit Commissioner commented that it was her office's view that a thorough analysis is undertaken on BC Public Service Dismissal files prior to the decision to dismiss, and that the majority of files her office had reviewed to-date were in keeping with applicable government policies, practices and standards.
- There were two files – out of 19 – where the Merit Commissioner made a small number of recommendations. The Public Service Agency (PSA) has received feedback on those files, as well as other general feedback, and is in the process of considering options for response to the feedback.

**CURRENT STATUS:**

- In the Merit Commissioner's annual report, released on May 20, 2021, BC Public Service dismissal files were found to be well conducted, with a thorough analysis being done prior to the decision to dismiss an employee for just cause. The review noted two cases (out of 19) which were exceptions to this, and made a small number of minor recommendations.
- In October 2021, the PSA met with the Merit Commissioner to obtain feedback on those cases as well as general feedback on the dismissal files reviewed. The PSA continues to review this feedback and is considering options for next steps and response.

- Personal Information

## KEY FACTS REGARDING THE ISSUE:

- Maureen Baird (Q.C.) was appointed as the Merit Commissioner on January 13, 2020 for a three-year term.
- In response to Recommendation 27 of the Ombudsperson's Misfire report, government amended the *Public Service Act* to make the Merit Commissioner responsible for conducting independent reviews of just cause dismissals in the public service.
- The Act applies to government ministries, Independent Officers of the Legislature and approximately 40 Agencies, Boards and Commissions (ABCs). The PSA has engaged with ABCs to advise them that they are covered by the Merit Commissioner review process and to discuss with them the types of policies and procedures they should be following. ABCs were invited to consult the PSA on major human resource investigations and when processing a just cause dismissal.
- The amendments give the Merit Commissioner the authority to review any just cause dismissal that occurs on or after April 1, 2018. This does not include rejections on probation or without cause dismissals of excluded employees.
- The purpose of the Merit Commissioner review is to examine the processes that were followed leading up to the dismissal decision, including the investigation and the advisory steps in support of the decision, to confirm whether applicable PSA policies and procedures were followed. It is not to determine whether the decision to terminate the employee was correct. An impacted employee has access to the grievance process or the legal system to challenge the actual decision itself.
- Under the provisions of the Act, the Merit Commissioner can only review a just cause dismissal after either:
  - (a) 12 months after the initial dismissal in the event the employee does not file a grievance or lawsuit; or,
  - (b) 6 months after a dismissal grievance/lawsuit has been conclusively resolved.
- On November 19, 2021, Regulation 284/2021 established that if a BC Public Service employee is terminated under HR Policy 25: Covid-19 Vaccination, the employee is deemed to have been dismissed for just cause.
- Human Resource Policy 23 – Termination for Just Cause, Excluded and Included Employees was updated on February 3, 2022, to align with HR Policy 25 and the regulation; as part of the update, a new "Administrative Due Process Checklist" was added to ensure due process was clearly laid out for the HR Policy 25 terminations.
- Between April 1, 2018 and March 25, 2022, there were 61 just cause dismissals within the BC Public Service, including 24 just-cause terminations have occurred due to non-compliance with HR Policy 25. Of these, as of March 25, 2022, 29 had reached the point where they have become eligible for review by the Merit Commissioner.
- The Deputy Attorney General and the Merit Commissioner have been engaged in discussion over time to establish a protocol to deal with whether any legally privileged materials can be disclosed to the Merit Commissioner, and to what extent, if any, she

## **MINISTER ADVISORY NOTE**

may be able to comment on legally privileged materials in her annual report.

Legal Information

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS**  
**PHONE: 778.698.7912**

**MINISTER ADVISORY NOTE  
AS OF MARCH 7, 2022**

**ISSUE: POLITICAL STAFF STANDARDS OF CONDUCT**

**ADVICE AND RECOMMENDED RESPONSE:**

- **In April 2014, Cabinet approved the Standards of Conduct for Political Staff. Political staff are appointees who serve as advisors and assistants and who share the governing party's political commitment.**
- **These Standards closely resemble the Standards of Conduct applicable to regular employees in the BC Public Service but recognize the unique partisan role played by political staff.**
- **The Standards of Conduct for Political Staff 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.**
- **Political staff must comply with these Standards as a condition of employment. Those who fail to comply may be subject to disciplinary action up to and including dismissal.**

**CURRENT STATUS:**

- Currently, the job titles deemed political staff include but are not limited to Executive Assistants to a Minister and Ministerial Assistants.
- The Standards of Conduct for Political Staff (in tandem with the Political Staff Oath) resolve the previously existing conflict between the obligation of political staff to provide partisan advice as part of their job duties, and the obligation under the Standards of Conduct for public service employees to act objectively and impartially.

**KEY FACTS REGARDING THE ISSUE:**

- Conduct expectations for regular public service employees are established by the Standards of Conduct, a policy first enacted in March 1987. The Standards of Conduct apply to all persons and organizations covered by the *Public Service Act*. Compliance with the Standards of Conduct is a condition of employment.
- In March 2013, the Deputy Minister to the Premier submitted a report to the Premier and Cabinet entitled "Review of the draft Multicultural Strategic Outreach Plan." The review required the BC Public Service Agency to assess whether the Standards of Conduct were sufficient to regulate both the conduct of regular public service employees and of political staff.
- In January 2014, Cabinet approved the recommendation of the BC Public Service Agency to establish by regulation the Political Staff Oath and Standards of Conduct for Political Staff. The regulations were deposited in April 2014.

- The Standards for Political Staff remove the obligation for political staff to act impartially and to base recommendations and decisions on objective evidence. A section is also included regarding appropriate interactions between political staff and members of the permanent public service. The Chief of Staff to the Premier is assigned responsibility for communicating and addressing breaches of the Standards of Conflict for Political Staff.
- Similarly, the Political Staff Oath replicates the requirements of the Public Service Oath, save for provisions related to serving the government impartially and basing recommendations and decisions on objective evidence. These new authorities resolved the conflict between the obligation of political staff to provide partisan advice as part of their job duties, and the obligation under the Standards of Conduct for public service employees to act objectively and impartially.
- Political staff are defined as: 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 primarily of an 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.

**CONTACT: RUEBEN BRONEE, ADM, POLICY, INNOVATION AND ENGAGEMENT  
PHONE: 250.213.6614**

**MINISTER ADVISORY NOTE  
AS OF MARCH 15, 2022**

**ISSUE: TELUS CONTRACT OVERVIEW (TSMA)**

**ADVICE AND RECOMMENDED RESPONSE:**

- In 2004, the Province entered into an Alternate Service Delivery (ASD) partnership with TELUS. The ASD led a new payroll vision for the Province of British Columbia. This new vision was to centralize, standardize, and streamline payroll, leave management and time reporting services. The resulting contract also included data centre hosting and maintenance and development of the Province's HR Talent Management applications.
- The Telus contract was originally set to expire in 2019. By leveraging a contractual obligation under the larger, central government Strategic Relationship Agreement (SRA) with Telus, this term was extended, and the PSA Services were onboarded as Service Tower 17 of the Telecommunications Services Master Agreement (TSMA). This onboarding to the TSMA was effective April 1, 2018 and provided an Initial Service Term to July 2021 and a two (2) year extension to expire July 2023, with no option to renew.
- The PSA is in the process of planning for the next generation contract to ensure a smooth continuation of services as the TSMA comes to end of life.
- The PSA has established a project team to lead the due diligence process for sourcing the HR products and services upon expiration of the current contract.
  - The Concept Case was completed in the summer of 2021 and established the vision and strategy of what the procurement will accomplish and recommended a list of potential service delivery options. The list of options was analyzed, and a recommendation was made during development of the Business Case.

Cabinet Confidences

**CURRENT STATUS:**

- The current environment is stable and consistently meeting or exceeding the SLA commitments. Telus complete an annual external audit of their systems and process to

the CSAE 3000 standard. The latest audit report shows that Telus remain compliant to policies and operational standards.

- The TSMA is set to expire in July of 2023 with no option to renew. Plans are underway to ensure a seamless continuity of service post-contract expiry.
- BC Government's mission critical HR and payroll systems run on Oracle PeopleSoft.
- In 2021, this stable system processed and accurately processed gross payroll of \$2.75 billion to government employees and received and processed 1.4 million payroll transactions

The scope of the contract includes a number of other HR and payroll applications which support our employees throughout their employment lifecycle.

Some of the BC Government applications managed by Telus include:

- Recruitment Management (RMS) system
- Learning Management (LMS) system
- Compensation & Classification (eClass) system
- Time & Leave and Absence Management (TLAM) systems
- Employee Performance Management (MyPerformance) system
- Workplace Health & Safety (Cority) system
- Customer Relationship Management (CRM) system
- Telephony system (Elements)

In addition to delivering HRMS and Payroll Services for core government, the contract also provides services to the broader public sector including:

- BC Infrastructure Benefits Incorporated (BCIB)
- BC Financial Services Authority (BC FSA)
- BC Pensions Corporation (BCPC)
- Vancouver School Board (VSB)
  - VSB is offboarding from HRMS Services effective April 1, 2022, per their request to terminate HRMS Services. The offboarding process has been managed by TES and is on track to be completed on schedule.
- Liquor Distribution Branch (LDB)
- Transportation Investment Corporation (TICORP)

## **KEY FACTS REGARDING THE ISSUE:**

- The BC Public Service Agency (PSA) manages the alternate service delivery contract with our long-time vendor partner TELUS. It is currently estimated that the total value of this contract for the period of 2004 to 2023 will be \$317M. The deal will expire in July 2023 with no option to renew<sup>Cabinet Confidences</sup>

<sup>Cabinet Confidences</sup> From July 2023 there is one year available to transition services to the next contract.

- Over the term of the combined contractual relationship with Telus the PSA has experienced first-rate service level performance and considerable cost savings. Contract objectives have been consistently achieved, and Telus has performed well over the life of the contract with no major payroll issues. Independent third-party benchmarking reviews by Deloitte have also

## MINISTER ADVISORY NOTE

concluded that the contract delivers good value for money for the Province of British Columbia.

- The successful onboarding to the TSMA supports PSA objectives by continuing to enhance and integrate HR systems for employees, to maintain the existing payroll systems which have proven reliable and stable, while allowing HR payroll technology to mature. This will facilitate any future decision to transition government payroll services to, potentially, both new technology and a new provider.
- The contract cost is approximately <sup>Government Financial Information</sup> and delivers payroll processing and human resource technology services for the core BC Public Service.

The following tables shows a breakdown of these fees for fiscal 2021.

<b>POIM</b>	Fees associated with the IM/IT portion of the contract.	Government Financial Information
<b>Payroll</b>	Fees associated with delivering of payroll	
<b>Growth</b>	Fees attributed to the increase in size of the Public Service	
<b>CPI</b>	Contractual mechanism to ensure fees are aligned with inflation.	
<b>Total</b>		

- The total value of payroll processed over the life of the contract is approximately \$34.77B, which is about 28.8M transactions over 446 pay periods without failure. The PSA has been satisfied with this performance, as consistent and accurate payroll execution is one of its core businesses.

**CONTACT: DEAN SKINNER, ADM, CORPORATE SERVICES**  
**PHONE: 250.217.5538**



**MINISTER ADVISORY NOTE  
AS OF MARCH 16, 2022**

**ISSUE: DIVERSITY AND INCLUSION IN THE BCPS**

**ADVICE AND RECOMMENDED RESPONSE:**

- **The BC Government committed to ensure government is reflective of our province and inclusive of Indigenous peoples, minority communities, immigrants, persons with disabilities, and the LGBTQ2S community.**
- **As a result, the BC Public Service (BCPS) has implemented a series of strategies and taken action to ensure the BCPS is an inclusive organization reflective of the people of British Columbia where employees are supported to reach their full potential.**
- **BC Public Service legislation and human resource policies reflect and support diversity and inclusion, including the BC Human Rights Code, our Standards of Conduct and the BC Public Service Act, which states part of its purpose is to “recruit and develop a well-qualified and efficient public service that is representative of the diversity of the people of British Columbia.”**

**SECONDARY MESSAGES:**

- **The BC Public Service Agency released the Diversity and Inclusion Strategy, Where We All Belong on March 1, 2021. The goals of the diversity and inclusion strategy are to: Support an increasingly diverse workforce; Enhance inclusion in the workplace; Build a strong foundation for lasting and meaningful reconciliation; and Remove barriers to accessibility in the workplace.**
- **The BC Public Service believes diversity and inclusion are fundamental to our role in society. We believe in the value of every individual. Believing anything less is incompatible with the values and responsibilities of the public service. (Corporate Plan)**

**CURRENT STATUS:**

- **Through the four areas of focus: Leadership and Education; Structures and Alignment; Recruitment and Retention; and Flexibility we will work to achieve objectives over the next three years that will support us to achieve our goals and desired outcomes within the strategy.**
- **Through year one of the Diversity and Inclusion Strategy structures and alignment have been put into place to establish oversight mechanisms, tools and supports to enable success. These include:**
  - **An ADM Committee on Equity, Diversity, and Inclusion; and a Cross Ministry**

- Working Group on Equity, Diversity, and Inclusion
  - A cross ministry inventory on diversity and inclusion that provides information on how ministries are integrating equity, diversity, and inclusion into their Ministry work and practices
  - Incorporation of diversity and inclusion goals and deliverables into overall workforce planning efforts
  - An evaluation framework to measure and report on outcomes and progress against deliverables
- The Diversity and Inclusion strategy is complimentary to other key government mandates including anti-racism; accessibility; gender equity; and reconciliation
- The Indigenous Youth Internship Program, Work-Able for persons with disabilities, the House of Indigenous Learning, and the Indigenous Applicant Advisory Service continue to be offered to support diversity and inclusion through employment programs, learning, and advisory services to navigate the hiring process.

### **KEY FACTS REGARDING THE ISSUE:**

- The 2020 workforce profile for the BC Public Service provides a self-reported diversity portrait within the BC Public Service. Employees self-identified as the following:
  - Women in the public service increased slightly from 62.1% in 2018 to 62.2% in 2020
  - Indigenous identities in the public service increased from 4.3% in 2018 to 4.6% in 2020
  - Visible Minorities in the public service increased from 17.0% in 2018 to 20.5% in 2020
  - People with Disabilities in the public service increased from 5.0% in 2018 to 6.9% in 2020
  - LGBTQ2S+ identities increased from 4.5% in 2018 (the first time this information was collected) to 6.6% in 2020.
- Results from the 2020 Work Environment Survey (WES) provide some insight on the representation of transgender and/or non-binary employees:
  - Transgender and/or non-binary gender identities in the public service increased from 0.2% of survey respondents in 2018 to 1.5% in 2020.
  - Data from the 2022 Work Environment Survey is expected late March/early April.

**CONTACT: DEBBIE GODFREY, ADM, PEOPLE AND ORGANIZATIONAL DEVELOPMENT**  
**PHONE: 250.217.1882**

**MINISTER ADVISORY NOTE  
AS OF APRIL 14, 2022**

**ISSUE: DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES  
ACT ACTION PLAN**

**ADVICE AND RECOMMENDED RESPONSE:**

- **The *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) establishes the United Nations Declaration on the Rights of Indigenous Peoples (UN Declaration) as the framework for reconciliation as called for by the Truth and Reconciliation Commission (TRC).**
- **Section 4 of the Declaration Act requires development and implementation of an action plan, in consultation and cooperation with Indigenous Peoples, to meet the objectives of the UN Declaration. The action plan is intended to supplement existing reconciliation initiatives or related commitments.**
- **The action plan focuses on addressing inequities experienced by Indigenous Peoples and the actions are intended to support changes in understandings, behaviours and systems to shift the status quo, address Indigenous-specific racism, and establish new foundations of government that respect and uphold the rights of Indigenous Peoples.**
- **The action plan is the reflection of a collaborative development process that was informed by significant feedback from Indigenous leadership, rights and title holders, local governments, and business and industry stakeholders.**

**CURRENT STATUS:**

- There are 89 actions that represent contributions by every ministry. These actions are organized into four themes: Self-determination and inherent right of self-government; Title and rights of Indigenous Peoples; Ending Indigenous-specific racism and discrimination; and Social, cultural and economic well-being.
- The BC Public Service Agency is tasked to lead three actions over the next five years:
  - Action 3.1 Develop essential training in partnership with Indigenous organizations, and deliver to the BC public service, public institutions and corporations that aims to build foundational understanding and competence about the history and rights of Indigenous Peoples, treaty process, rights and title, the UN Declaration, the BC Declaration Act, the dynamics of proper and respectful relations, Indigenous-specific racism, and meaningful reconciliation.
  - Action 3.2 Establish an operational approach to set and achieve targets for

equitable recruitment and retention of Indigenous Peoples across the public sector, including at senior levels.

- Action 4.44 Review, evaluation and improve BC's Indigenous Youth Internship Program.
- The Ministry of Finance – Crown Agencies and Board Resourcing Office is also responsible for action 3.1 for public institutions and corporations.
- The Public Sector Employers' Council Secretariat is also responsible for Action 3.2.
- The Declaration Act requires an annual report due in June of each year. This year's report will not be comprehensive due to the recent release of the action plan on March 30, 2022.

### **KEY FACTS REGARDING THE ISSUE:**

- The House of Indigenous Learning provides corporate reconciliation-related learning opportunities guided by the TRC Calls to Action, the UN Declaration, and the BC Declaration Act.
- The 2020 Workforce Profile for the BC Public Service includes self-reported data indicating 1.8% of Executive Leaders are Indigenous and 3.5% in Management Band Leadership positions are Indigenous.
- The Indigenous Youth Internship Program is in its 15th year of operation. There are currently 24 interns across 9 ministries. Over 300 interns have successfully completed the program.

**CONTACT: DEBBIE GODFREY, ADM, PEOPLE AND ORGANIZATIONAL  
DEVELOPMENT  
PHONE: 250.217.1882**

**MINISTER ADVISORY NOTE  
AS OF MARCH 17, 2022**

**ISSUE: AUDITS AND REPORTING**

**ADVICE AND RECOMMENDED RESPONSE:**

- The Public Service Agency has participated in a number of Audits and Reviews which led to the release of public facing reports.
- The Reports were generated by three independent offices: The Ombudsperson's Office, the Office of the Auditor General of BC and the Merit Commissioner's Office.
- The Ombudsperson's Office continues to monitor government's implementation of recommendations from its 2017 Misfire report and in the next few months is expected to release its annual report on the Public Interest Disclosure Act (PIDA).
- The Merit Commissioner is responsible for producing a report, by May 31, 2022 regarding its actions under the legislation to monitor government's hiring practices, as well as our practices, policies, and standards respecting just cause dismissals.
- The Office of the Auditor General reports include the following:
  - Gender Equity in the Public Service
  - Equity, Diversity and Inclusion (currently in planning phase)

**SECONDARY MESSAGES:**

**Ombudsperson's Office:**

- PIDA provides a safe, legally protected way for current and former BC public sector employees to report serious or systemic issues of wrongdoing to their supervisor, a designated officer, or to the Ombudsperson.
- PIDA encourages transparency and accountability in government organizations. It provides current and past employees with a clear framework to disclose concerns about serious wrongdoing, while protecting them from reprisal. It also ensures that wrongdoings are investigated in a fair and effective manner.

- PIDA came into force on December 1, 2019 and applies to ministries, independent offices of the Legislature, and government bodies designated by regulation. Government implemented comprehensive human resources policies and procedures, corporate communications, and engagement plans to make employees and managers aware of the new processes and their responsibilities under PIDA.

#### **Office of the BC Auditor General:**

- The OAG has embarked on the following performance management reviews:
  - A gender equity audit:
    - An Interim report was produced which indicates that there is a gender wage gap in the B.C. Public Service. When compared with larger trends in the Canadian labour market, our results are fairly consistent. Completing additional analysis will help further explain and illustrate what the gender wage gap looks like within the B.C. Public Service, however the data required is not currently accessible in the PSA datasets.
- Equity, Diversity and inclusion:
  - Currently in planning phase and scope still to be determined

#### **Merit Commissioner's Office:**

- The Annual Merit Performance Review focused on 269 competitions audited between April 1, 2020 to March 31, 2021.
- Based on this audit period, the BC Public Service demonstrated that 98% of competition processes were merit-based. Overall merit remains high, which is consistent with previous fiscal years reviewed.
- All appointments were deemed qualified during this audit period.
- The Merit Commissioner's 2021 annual report found that BC Public Service just cause dismissal files were well conducted with a thorough analysis preceding any decision to terminate.

#### **KEY FACTS REGARDING THE ISSUE:**

- The Public Service Agency takes these audits and reviews very seriously and embraces any recommendations to improve transparency in business practices.

**CONTACT: DEAN SKINNER, ADM, CORPORATE SERVICES**  
**PHONE: 250.217.5538**

**MINISTER ADVISORY NOTE  
AS OF MARCH 23, 2022**

**ISSUE: PUBLIC SERVICE INNOVATION FUND**

**ADVICE AND RECOMMENDED RESPONSE:**

- **The Public Service Innovation Fund is an established approach for sharing the cost of corporate initiatives that support public service renewal and ensure the BC Public Service remains a competitive employer able to meet the needs of British Columbians.**
- **The fund is administered by the Public Service Agency and all ministries contribute to the fund annually on a per-FTE basis.**
- **The fund supports initiatives like corporate recruitment marketing and the Pacific Leaders Loan Forgiveness Program that forgives BC student loans for employees after three years of service, helping us attract new young talent from BC post-secondary programs.**
- **It also supports corporate recognition programs like the Premier's Innovation and Excellence Awards and the Long Service Awards to recognize the commitment and excellence of the BC Public Service employees across the province.**

**CURRENT STATUS:**

- The Public Service Innovation (PSI) Fund is overseen by the Deputy Ministers' Committee on Public Service Renewal (DMCPSR), a sub-committee of the Deputy Ministers' Council chaired by the Deputy Minister to the Premier.
- Proposed allocations from the fund totaling <sup>Government Financial Information</sup> are forecast for fiscal 2022/23. This represents a <sup>Government</sup> increase over the approved budget for 2021/22. This increase is primarily driven by two program areas:
  - The Long Service Awards: a <sup>Government Financial</sup> increase. Events for the past two years were postponed due to the pandemic, and so the budget reflects the possibility of needing to fund triple the usual number of awards and ceremonies this fiscal.
  - Recruitment Advertising: a <sup>Government Financial</sup> increase to support increased marketing to hire for hard-to-fill and other priority positions in the BC Public Service.
- The balance for all other program areas is largely unchanged from what was approved for the previous fiscal year.
- The actual recoveries for fiscal 2021/22 are forecast to total \$9.14 million, resulting in surplus returned to ministries of \$1.76 million. This surplus was primarily due to the impact of the COVID-19 pandemic on funded program areas, deferral of the Long Service Awards, salary lag and reduced expenditures on employee research initiatives.

## KEY FACTS REGARDING THE ISSUE:

- The PSI Fund is administered by the BC Public Service Agency and, for more than a decade, has been used as a mechanism to fund corporate initiatives that support the goals of the BC Public Service as an employer.
- DMCPSR reviews and approves annual allocations for the PSI Fund. All initiatives currently funded are delivered by the BC Public Service Agency except for the Pacific Leaders Student Loan Forgiveness program and the Pacific Leaders Scholarships for Children of BC Public Service Employees program, which are administered by StudentAid BC.
- Currently funded programs and initiatives include:
  - Pacific Leaders Loan Forgiveness and Scholarship for Children of BC Public Service Employees programs.
  - Welcome to the Public Service oath and orientation events for new employees.
  - The Work Environment Survey and related employee engagement research projects.
  - Corporate recruitment marketing and advertising.
  - Corporate internal communications and engagement initiatives, including:
    - Premier's Innovation and Excellence Awards.
    - Long Service Awards.
  - The Innovation Hub and the Behavioural Insights Group, which support capacity-building for public service innovation.
- The budget for 2022/23 equates to approximately <sup>Government</sup>ent <sup>Financial</sup>er FTE.
- See Appendix 1 for funding by program area.

**CONTACT: RUEBEN BRONEE, ADM, POLICY, INNOVATION AND ENGAGEMENT**  
**PHONE: 250.213.6614**



## MINISTER ADVISORY NOTE

### APPENDIX 1: PUBLIC SERVICE INNOVATION FUND BY PROGRAM AREA

Program Area	20/21 Budget	21/22 Budget	21/22 Actual	22/23 Budget
Pacific Leaders (Children's Scholarships and Loan Forgiveness)	\$2,900,000	\$3,313,000	\$2,933,311	Government Financial Information
Oath/Orientation Ceremonies	\$396,500	\$402,000	\$268,329	
Work Environment Survey	\$725,000	\$725,000	\$600,000	
Corporate Recruitment Advertising	\$280,000	\$280,000	\$280,000	
Recruitment Marketing (STOB 65) Salaries	\$479,000	\$479,000	\$479,000	
Corporate Engagement and Communications (incl. Long Service Awards)	\$2,844,000	\$3,416,000	\$2,827,729	
Innovation Hub	\$1,211,500	\$1,201,000	\$964,035	
Behavioural Insights Group	1,069,000	\$1,084,000	\$787,325	
<b>Total</b>	<b>\$9,905,000</b>	<b>\$10,900,000</b>	<b>\$9,139,729</b>	

**MINISTER ADVISORY NOTE  
AS OF MAY 6, 2022**

**ISSUE: BC PUBLIC SERVICE AGENCY – TRAVEL**

**ADVICE AND RECOMMENDED RESPONSE:**

- **BC Public Service Agency total travel as of March 31, 2022 was \$177,167.**
- **This was an increase of \$105,971 or 149% on 2020/21 travel of \$71,196.**
- **Travel expenditures increased due to relaxation of Covid-19 travel restrictions. BCPSA staff incurring the highest travel expenses in 2021/22 were:**

Name	Title	Travel Amount	Reason for travel
Joseph Claudio	Key Work Stream Specialist OHS	\$9,936	Employee training across the province
Mark Offerhaus	Key Work Stream Specialist OHS	\$9,644	Employee training across the province
Scot Mortimer	Occupational Safety Specialist	\$8,517	Occupational health and safety client visits
Alisha Paluch	Awards & Recognition Manager	\$7,921	Filming Premier's Award events across the province
Inderjit Randhawa	Assistant Deputy Minister	\$7,899	Executive and vendor meetings

**CONTACT: DEAN SKINNER, ADM, CORPORATE SERVICES  
PHONE: 250.217.5538**

**MINISTER ADVISORY NOTE  
AS OF MAY 6, 2022**

**ISSUE: BC PUBLIC SERVICE AGENCY – PROCUREMENT OF SERVICES**

**ADVICE AND RECOMMENDED RESPONSE:**

- **Procurement Guiding Principles:**
  - Acquisitions are managed consistent with government policy and requirements of trade agreements.
  - Government receives best value for money.
  - Government buying power is leveraged through corporate supply arrangements (CSA's) where available.
  - Vendors have fair access to information on procurement opportunities, processes and results.
  - Solicitation and contract award processes managed in a prudent and unbiased manner.
- **Summary of contracts awarded to March 31, 2022.**

<b>Procurement Type</b>	<b>Number of Contracts</b>	<b>Amount</b>
Open competitive process posted on BC Bid	107	\$ 30,008,012
Another competitive selection process used	6	\$ 305,415
Direct Award - Public sector organization	1	\$ 9,160
Direct Award - Sole source	4	\$ 183,600
Direct Award - Services and Construction Under \$25,000	6	\$ 112,480
<b>Grand Total</b>	<b>124</b>	<b>\$ 30,618,667</b>

- **Service contracts directly awarded by the BC Public Service Agency until March 31, 2022, totaled \$0.305M or 1% of the value of contracts awarded.**
- **The Benefits Vote had a further \$123.2M in claims or fee-based contracts. These contracts were procured through open competitive processes.**

**CONTACT: DEAN SKINNER, ADM, CORPORATE SERVICES  
PHONE: 250.217.5538**