

## Information Note

### Advice to Minister Anne Kang

**Date:** April 6, 2022

**Cliff #:** 124916

**Issue:** Background on the Health Career Access Program (HCAP) for Minister Tour and Announcement at Vancouver Island University (VIU).

#### **Background:**

- Led by the Ministry of Health (MoH), the Health Career Access Program (HCAP) is a fully funded training program designed to increase the supply of health care assistants (HCAs) in BC and provide opportunities to access careers in the health sector.
- Participants are initially hired by Health Authorities as Health Care Support Workers (HCSWs) and work in non-patient care roles while completing the Health Care Assistant Partnership Pathway (HCA-PP), a modularized, work-integrated HCA program delivered in partnership with post-secondary institutions (PSIs).
- HCAP participants must commit to a 12-month return of service agreement in the Assisted Living, Long-Term Care, or community and home health care sectors upon graduation from the program.
- When HCAP launched in September 2020, the initial target was to hire 3,000 HCSWs; however, the program has now exceeded this target, and is expected to continue for the next few years.
  - As of March 30, 2022, 2,882 HCSWs were hired into long term care and assisted living sites, and 404 were hired into home support service locations.
- All 17 public PSIs in BC with recognized HCA programs have been engaged in this program, with select eligible private PSIs helping to meet targeted regional demand.
- The Ministry of Advanced Education and Skills Training (AEST) works with PSIs to provide operating funding for training seats, while MoH provides funding for tuition, books and supplies, as well as a weekly educational stipend while students attend training.
- To date, AEST has funded more than 3,900 HCA-PP seats across the province at a total cost of \$42 million over 2020/21 and 2021/22:
  - 1635 seats have started training.
  - Up to 840 seats have graduated.
  - At least 1,425 more seats are planned to start.

#### **VIU:**

- VIU is the only PSI currently providing HCA-PP training seats for the Central Vancouver Island region (e.g., Nanaimo, Duncan, Parksville, Qualicum, Salt Spring Island).
- VIU also serves students in the Powell River region on the Sunshine Coast, in partnership with Vancouver Coastal Health Authority.
- To date, AEST has provided VIU with operating funding for 376 HCA-PP training seats (approximately 14 cohorts) at a cost of \$4,121,540 (**Table 1**).
  - 144 seats have started training.
  - Up to 72 seats have graduated.
  - 160 more seats are expected to start through to March 2024.
- VIU has also received Capital funding of up to \$101,300 to fund the purchase of capital skills training equipment to support HCA-PP (simulation mannequins and hospital beds).

- In addition to HCA-PP funded seats, VIU also receives annual base operating funding for its regular HCA certificate program, producing an average of 96 graduates per year between 2010-2020, including an average of 15 Aboriginal graduates per year over this same period.

Table 1. VIU HCA-PP Cohorts – AEST Operating Funding

Location	Start	End	Seats	Operating Funding	
Nanaimo	March 2021	November 2021	32	\$316,444	
Cowichan Valley	March 2021	November 2021	24	\$237,333	
Powell River	March 2021	November 2021	16	\$158,222	
Nanaimo	September 2021	May 2022	40	\$430,769	
Cowichan	September 2021	May 2022	24	\$258,462	
Cowichan	January 2022	September 2022	24	\$258,462	
Nanaimo	February 2022	October 2022	40	\$476,000	
Powell River	March 2022	November 2022	16	\$172,308	
TBD	TBD	TBD	160	\$1,813,540	
			<b>376</b>	<b>\$4,121,540</b>	<b>TOTAL</b>

### Key Messages:

- COVID-19 affected the employment of hundreds of thousands of British Columbians, with women, Indigenous peoples, recent Canadians, and those working in the hospitality and services industries amongst the most impacted.
- Many of these groups continue to bear a disproportionate burden of the impact of the pandemic and have not experienced equal benefits from BC's economic recovery.
- The Health Career Access Program is led by the Ministry of Health with the education and training component led by the Ministry of Advanced Education and Skills Training. It provides a path for individuals with no health care experience to get hired and receive paid employer sponsored health care assistant training as part of their employment.
- It is important that the workforce reflects the people they help. The Health Career Access Program is committed to inclusive hiring practices, providing equal opportunity for participation to underrepresented groups, including women, Indigenous peoples, persons with disabilities, members of visible minorities and LGBTQIA2S+ applicants.
- A skilled workforce of health workers is critical to ensuring that British Columbians have access to the vital public services they rely on, when and where they need them.

**Contact:**                    *Shannon Baskerville, DM, 250-356-5173*  
                                       *Nicola Lemmer, ADM, Post-Secondary Policy and Programs, 250-952-0697*

## Meeting Note

### Advice to Minister Anne Kang

**Date:** April 6, 2022

**Cliff #:** 124364

**Prepared for:** The Honourable Anne Kang, Minister of Advanced Education and Skills Training

**Date, Time of Meeting and Location:**

- April 14<sup>th</sup>, 2022 from 2:15-2:45pm via MS Teams

**Attendees:**

- Margaret Sutherland, Executive Director, Decoda Literacy Solutions
- Dr. Valerie Overgaard, Board Chair, Decoda Literacy Solutions

**Issues:**

- Decoda Literacy Solutions (Decoda) requested a meeting to provide an update on their work supporting the Community Adult Literacy Program (CALP) and the broader literacy network across the province, and to discuss how they might work together with government to meet the literacy and learning needs of British Columbians.
- Decoda will likely discuss their upcoming Decoda Literacy Conference, scheduled for May 5 and 6, 2022, in Richmond, BC, and their request for a written or recorded message from the Minister.
- It is anticipated that Decoda will wish to discuss funding to support community-based literacy work in the province.

**Background:**

*Decoda*

- Decoda is a leader in literacy and adult learning, and the only organization coordinating outreach and services at the provincial level. Decoda provides resources, training and support for community-based literacy programs in over 400 communities.
- The Ministry has a contract with Decoda (\$125,000 in 2021/22) to support CALP providers in the provision of literacy services. Similar contracts have been issued annually for 12 years.
- Under its contract, Decoda provides professional development workshops and training to support CALP providers, and submits aggregate reports of CALP learners' demographic and assessment data to the Ministry. Their role is often pivotal to CALP providers, such as during the transition to online literacy programming in 2020.
- Decoda's contract will be continued into 2022/23 with funding in the amount of \$135,000 (an increase of \$10,000 from 2021/22). Decoda will provide expanded workshops and training supports for CALP providers (e.g., incorporating Reconciliation into programming, including Indigenizing curriculum and services; and adapting programs to the COVID-19 recovery).
- Decoda also receives annual funding from the Public Libraries Branch, in the Ministry of Municipal Affairs, to support Literacy Outreach Coordinators (\$2.185 million) and the Raise-a-Reader campaign (\$500,000). Literacy Outreach Coordinators work with community task

groups to support delivery of community literacy programs (which can include CALP-funded programs) and act as navigators to assist individuals seeking literacy resources and support.

- The Province provided \$2.8M of Decoda's \$4.3M budget in 2020/21.

#### *CALP*

- The CALP is administered by the Ministry of Advanced Education and Skills Training (the Ministry), and serves adults most in need of basic literacy, numeracy, digital literacy and other life skills. The CALP currently supports 97 programs, delivered by 66 organizations in 128 communities throughout the province.
- Over the past decade, the annual CALP budget was \$2.4 million, with year end funding used to top up CALP providers in 2019, 2020 and 2021 (for a total investment of \$2.9 million each year).
- In 2022/23, the Ministry will increase its annual CALP investment to \$3.4 million (not yet announced).

#### **Discussion:**

- Decoda will likely raise the issue of funding pressures during the meeting, with the Province being the single largest contributor to Decoda's budget each year.
- The \$10,000 increase in Decoda's 2022/23 contract with AEST enhances their capacity to respond to increased requests for supports from community literacy providers.
- Decoda also frequently hears from community literacy providers about how their per-program funding has decreased as demand for programming has increased. The majority of community literacy providers utilize government funding as their primary funding source, with CALP funding comprising at least 85% of the programming budgets for more than half of the current CALP providers.
- The year end funding top ups were greatly appreciated by the CALP providers, but failed to provide stability for CALP programs from year to year. The \$1 million increase to the CALP budget, starting in 2022/23, will provide greater support and stability for CALP providers (not yet announced).

#### **Suggested Response / Key Message:**

- I would like to thank you for the work your organization is doing to increase literacy and adult learning in British Columbia.
- We recognize your leadership and support for community literacy programs. Your support ensures that participants in these programs gain the skills and knowledge they need to access education and employment and improve their quality of life.
- The partnerships built through the CALP offer benefits to not only individual learners but also their families and communities.
- Our government is committed to ensuring access to education for all BC residents.

**Attachment(s):** N/A

**Contact:** Nicola Lemmer, ADM, <sup>s.17</sup>

## Information Note

### Advice to Minister Anne Kang

**Date:** April 6, 2022

**Cliff #:** 124887

**Issue:** CUFA Lobby Days – Key Messages & Background on Key Issues

#### **Key Topics:**

- CUFA has not given an indication on specific topics they would like to raise
- In the past, CUFA has brought up the following topics of interest:
  - Campus Health and Safety connected to Covid-19
  - Collective Bargaining
  - Funding Model Review
  - Micro credentials
  - Governance Reform

#### **Key Messages on Campus Health and Safety**

- The Ministry of Advanced Education and Skills Training (AEST) continues to work in partnership with institutions, the BC Centre for Disease Control, the Office of the Provincial Health Officer, and experts from BC's post-secondary sector to support on-campus activities.
- Post-secondary institutions are low-risk environments for the transmission of COVID-19.
- To support students, faculty and staff, over two million rapid antigen tests have been distributed as a self-management tool intended to support the continuity of on-campus learning, instruction and research.

*If asked about upgrading ventilation at PSIs:*

- The Ministry, institutions and WorkSafe BC continue to work collaboratively on this issue.

#### **Key Messages on Collective Bargaining:**

s.13; s.17

**Key Messages on Funding Model Review:**

- People are key to B.C.'s economic future, and our communities deserve colleges and universities that are equipped to prepare people for the jobs of tomorrow.
- The current funding model has not been updated in over 20 years and has created constraints and inequities for public post-secondary institutions.
- As jobs and labour markets change, so do the needs and requirements of B.C.'s colleges and universities to support students.
- We launched a sector-wide review of how government funds operations at British Columbia's 25 public post-secondary institutions, to ensure they have the resources they need to support economic recovery and student success.

*If asked about Funding Review and Collective Bargaining:*

- Collective bargaining is out of scope from this review. As a government, we believe that labour policies are best dealt with at the bargaining table.

*If asked about consultations:*

- The AEST funding model review is being led by Don Wright. He has been tasked with consulting key sector partners, student, labour and sector associations and public post-secondary institutions.
- The early work of the review has just commenced, and Mr. Wright will be reaching out to affected stakeholders in coming months.

**Key Messages on Micro-credentials:**

- Micro-credentials complement, rather than replace or break down, existing post-secondary credentials.
- They are an additional option for learners to gain specific competencies to meet the needs of a changing economy and workforce, particularly for those who are unable or do not wish to complete longer credentials.
- To date, AEST has provided \$8.5M (\$7M provincial) to post-secondary institutions with funding support to develop and deliver both credit and non-credit micro-credential offerings, in collaboration with industry.
- Additional research has been undertaken to further explore a number of complex elements of the Credential Framework to support micro-credential programming.
- Research consultations indicated a strong desire for more provincial guidance related to micro-credentials to help ensure consistency and transparency for learners.
- The Ministry is reviewing this research and will have further discussions with key sector stakeholders before determining next steps.
- Future investments will be informed by the success of current offerings and ongoing engagement with industry sectors to identify key opportunities for further micro-credential development.

**Key Messages on Governance Reform:**

- AESR ministry staff are aware of CUFA's white paper on university governance entitled "Recalibrating University Governance" which makes recommendations for the improvement of university governance and would see a strengthened role of the senate over academic and budgetary matters and see increased representation of faculty on university boards of governors.
- Government has committed to co-develop a policy framework for post-secondary education and skills training that includes:

- the commitment to developing mechanisms for First Nations, Métis and Inuit learners and communities to play an integral role in public post-secondary institutions' decision-making; and
- the commitment to identifying legislative amendments needed to ensure all public post-secondary institution boards include at least one Indigenous person.

#### ***Board Appointments***

- As of April 5, appointed members on post-secondary governing boards are as follows:
  - 53.1 % female members,
  - 25.2% Indigenous or Metis,
  - 21.8% members that identify as a visible minority and/or LGBTQ2S+

#### ***Declaration on the Rights of Indigenous Peoples Act (DRIPA) Action Plan***

- The recently DRIPA Action Plan includes a commitment for AEST to co-develop a policy framework for Indigenous post-secondary education and skills training that includes, amongst other items:
  - a commitment to developing mechanisms for First Nations, Métis and Inuit learners and communities to play an integral role in public post-secondary institutions' decision-making; and
  - a commitment to identifying legislative amendments needed to ensure all public post-secondary institution boards include at least one Indigenous person.
- The work on these two commitments is ongoing as AEST works in collaboration with indigenous partners to honour these government Action Plan commitments. The Ministry hopes to be able to provide a more fulsome update at a later date.

## **Background Notes:**

### ***Confederation of University Faculty Associations of British Columbia (CUFA):***

- CUFA works closely with the research university faculty associations at RRU, SFU, UBC, UNBC, and UVIC representing approx. 5,500 faculty members that includes professors, lecturers, academic librarians, instructors, and sessional faculty.
- CUFA's key objectives are to promote faculty interests to the provincial government; provide services to member associations; and promote the value of post-secondary education, academic freedom, and research to the wider public.
- CUFA is also committed to promoting an authentic model of collegial governance in the sector.
- Ministry interaction with CUFA is not frequent, however, it has been increasing in the past couple of years, particularly with their increased interest in governance reform and the labour relations issues that have arisen out of the pandemic.
  - CUFA's current President is Dr. Dan Laitsch (see Appendix A for biography).

### ***Bargaining:***

s.13; s.17

### ***Government Announcement of 5 Paid Sick Days:***

- Effective January 1, 2022, employees covered by the *Employment Standards Act* are entitled to up to five days of employer-paid leave for personal illness and injury per year.
- The *Act* provides that, if a collective agreement contains any provisions respecting paid personal illness or injury leave and if those provisions, when considered together, meet or exceed the standards laid out in the *Act*, then that agreement replaces the requirements in the *Act*.
- Where there are no such provisions in a collective agreement, or where those provisions do not meet or exceed the requirements in the *Act*, the minimum standards of the *Act* do apply.
- The Ministry of Labour is listening to the feedback, questions, and concerns voiced by employers, employees, and the public, as the new paid sick leave entitlement is being implemented.

**Micro-credentials:**

- Micro-credentials recognize short-duration learning focused on specific competencies, aligned with labour market needs and high-demand employment opportunities.
- In fall 2020, the Ministry received provincial economic recovery funding of \$2M to support the development of pilot micro-credentials at public PSIs.
- As part of Budget 2021, the Ministry received an additional \$5M to continue to support micro-credential development.
- In addition to supporting emerging needs for micro-credentials across all sectors, the Ministry plans to work with key high-demand/high-opportunity industry and sector associations to support the development of core common micro-credentials that may be delivered throughout the province by multiple post-secondary institutions.
- Employer and industry engagement in the identification, development and assessment of micro-credentials is essential and will be key to their success in meeting the real-time needs of learners.

**Governance Reform:**

- In September 2020, CUFA BC released a white paper on University Governance that highlighted current issues and proposed recommendations to address those issues.
- Some of the key issues CUFA BC raised included (but were not limited too):
  - Diminution of faculty voice at Board of Governors and Senate
  - Concentration of power with the Board of Governors and the role of the Senate
  - Lack of diverse representation in University Governance

**Attachment(s):** *Appendix A – CUFA President Bio*

**Contact:** *Tony Loughran, Executive Lead (250 387-8871)*

**Total length:** 6 pages.

## **Appendix A – CUFA President Biography**

### **Dr. Dan Laitsch Biography**

Copyright

## Meeting Note

### Advice to Minister Anne Kang

**Date:** April 22, 2022

**Cliff #:** 124938

**Prepared for:** Honourable Anne Kang, Minister of Advanced Education and Skills Training

**Date, Time of Meeting and Location:**

- May 3, 2022, 1:30 - 2:00 pm, Oak Room 303

**Attendees:**

Ministry of Advanced Education and Skills Training (AEST)

- Honourable Anne Kang, Minister of Advanced Education and Skills Training
- MLA Andrew Mercier, Parliamentary Secretary for Skills Training
- Shannon Baskerville, Deputy Minister, Advanced Education and Skills Training
- Nicola Lemmer, Assistant Deputy Minister, Post-Secondary Policy and Programs
- Susan Burns, Director, Post-Secondary Programs Branch

Ministry of Jobs, Economic Recovery and Innovation (JERI)

- Honourable Ravi Kahlon, Minister of Jobs, Economic Recovery and Innovation
- MLA Brenda Bailey, Parliamentary Secretary, Technology and Innovation
- David Hendry, Executive Project Director, Innovation, Strategy, Policy & Coordination Branch.

**Issue(s):**

- Discussion of funding for the 2,000 tech-relevant student spaces.

**Background:**

- This fiscal year marks the final year of a six-year technology expansion, with \$42 million in on-going funding for 2,900 student spaces leading to 1,000 new graduates per year.
- It was the first investment in technology-related programming in over a decade, responding to the need to provide additional opportunities for British Columbia's students and address labour market demand.
- On-going funding was provided to 20 public post-secondary institutions in a wide range of certificate, diploma and degree programs, with a further five institutions receiving one-time capacity building funding.
- Despite pandemic impacts and the challenges of launching new programming, overall utilization rate is close to 95 percent; the expansion has been successful.

**Discussion**

- AEST's mandate letter contains the commitment to create an additional 2,000 new tech-relevant spaces in public post-secondary institutions.
- As projected in the 2021 edition of the B.C. Labour Market Outlook, and validated by industry, tech-related occupations have the highest demand growth projections.

- Between 2021 and 2031, over 110,000 job openings are projected, almost 50 percent higher than the 2019 projections.
- Some of these openings will be filled with people changing jobs within the province, coming from elsewhere in Canada and the world, as well as new graduates from British Columbia.
- Augmenting existing educational supply with the 2,000 additional tech-relevant spaces is needed to help fill the gap.
- In recent months, AEST has been engaging with public post-secondary institutions on the existing expansion and looking ahead to the next phase of expansion.
- More detailed discussions are planned with post-secondary institutions this spring.
- The inclusion of the phrase “tech-relevant” in the mandate commitment underscores the importance of a broad approach to the issue, not simply computer science or engineering. It includes programming that reflects the breadth and diversity of the tech sector, and addresses high-opportunity tech-related occupations across the spectrum.
- AEST anticipates that a range of credentials will be included, and will be grounded in industry needs, ensuring students have a clear pathway to immediate employment, while also setting them up for success over their careers.
- To increase student uptake, pathways for students are important, including credit transfer, laddering of credentials and support for students shifting from one sector to another.
- Improving access to tech-relevant programming for students in all regions of the province remains a priority. There may be a greater emphasis on expanding existing, successful programs, rather than launching new programs that take longer to make an impact and reach steady state.
- AEST has also been hearing from a range of industry and sector associations, and has partnered with JERI in the industry engagement on digital skills (survey and roundtables).
- Further targeted engagement includes a roundtable with the BC Tech Association in early May and meetings with individual companies.
- Given the immediate, high demand for additional skilled workers, there appears to be consensus that new spaces are needed as soon as possible.
- Tech-relevant programming is amongst the most expensive offered, in terms of specialized equipment and competition for instructors. Securing additional funding will be a key to creating additional student spaces, and the amount of funding will also impact the nature of the programming that can be supported.
- The 2,000 spaces commitment is featured in the StrongerBC Economic Plan, and will form an integral part of the Future Ready: Skills for the Jobs of Tomorrow Plan developed this year for Cabinet and Treasury Board review.
- In addition to the 2,000 tech-relevant spaces, there are other government initiatives that help to address the workforce needs of the tech sector, including micro-credentials, short-term skills training (such as the successful digital marketing bootcamps), the Innovator Skills Initiative, graduate student scholarships, Women in Technology and Indigenous Women in Technology scholarships, and Mitacs internships.

**Attachment(s):** *Attachment 1: Proposed Draft Agenda*

**Contact:** *Nicola Lemmer, ADM, 250-952-0697*

**Attachment 1  
Proposed Draft Agenda**

**Joint Ministers' Meeting  
2,000 Tech-Relevant Spaces  
May 3, 2022, 1:30 - 2:00 pm, Oak Room 303**

**Attendees:**

Ministry of Advanced Education and Skills Training

- Honourable Anne Kang, Minister of Advanced Education and Skills Training
- MLA Andrew Mercier, Parliamentary Secretary for Skills Training
- Shannon Baskerville, Deputy Minister, Advanced Education and Skills Training
- Nicola Lemmer, Assistant Deputy Minister, Post-Secondary Policy and Programs
- Susan Burns, Director, Post-Secondary Programs Branch

Ministry of Jobs, Economic Recovery and Innovation

- Honourable Ravi Kahlon, Minister of Jobs, Economic Recovery and Innovation
- MLA Brenda Bailey, Parliamentary Secretary, Technology and Innovation
- David Hendry, Executive Project Director, Innovation, Strategy, Policy & Coordination Branch.

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1. Opening Remarks	MAK
2. Update on Current Expansion and Mandate Commitment	ADM Lemmer
3. Future Ready Skills Plan and 2023 Budget Process	DM Baskerville
4. Other Tech Sector Supports (Beyond the 2,000 seats)	All

## Meeting Note

### Advice to Minister of Advanced Education and Skills Training, Hon. Anne Kang

**Date:** April 11, 2022

**Cliff #:**124440

**Prepared for:** Minister of Advanced Education and Skilled Training, Hon. Anne Kang

**Date, Time of Meeting and Location:**

- April 13, 2022
- 1:30pm-2:30pm
- Virtual Meeting (Teams)

**Attendees:**

Ministry of Advanced Education and Skills Training (AEST):

- Minister Anne Kang;
- Deputy Minister Shannon Baskerville;
- Nicola Lemmer, Assistant Deputy Minister Post-Secondary Policy and Programs;
- Bindi Sawchuk, Assistant Deputy Minister Workforce Development and Skills Training;
- Fiona Cubitt, Acting Executive Director Indigenous Policy and Engagement Branch; and
- Sunjit Bains, Acting Executive Director Indigenous Skills Training and Partnerships.

Metis Nation BC (MNBC): (See Tab 11 for Bios)

- Minister Susie Hooper, Post-Secondary Education;
- Minister Dean Gladue, Employment and Skills Training;
- Colette Trudeau, Acting Deputy Minister and Chief Executive Officer;
- Chris Gall, Assistant Deputy Minister and Chief Legal Officer;
- Katie Trace, Associate Director - Employment & Skills Training, and PSE; and,
- Jeremy Twigg, Director of Intergovernmental Affairs.

**Issue(s):**

- BC's Budget 2022 and the *Declaration on the Rights of Indigenous Peoples Act* (Declaration Act) Secretariat (see Tab 10 – MNBC Statement on Budget 2022).
- MNBC's October 2021 letter to AEST s.13

s.13

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**Background:**

- This is the third bilateral meeting between Minister Kang and MNBC. MNBC Ministers Hooper and Gladue attended the first two meetings. Former MNBC Deputy Minister and Chief Executive Officer, Daniel Fontaine attended the second meeting.
- Minister Kang also provided the keynote speech for MNBC's AGM in August 2021.
- This meeting was requested by MNBC. It provides an opportunity to continue to build the relationships between the Provincial and MNBC Ministries.
- MNBC staff have told AEST they view our relationship as exemplary across the government.
- On March 9, 2022, Daniel Fontaine ceased to work for MNBC. Colette Trudeau has been appointed Acting Deputy Minister and Chief Executive Officer. Ms. Trudeau serves as Senior Director of Operations and Administration, Digital Government, Women, and Youth, and has been with MNBC for 13 years. MNBC has not indicated when they will be hiring a permanent Deputy Minister/ CEO.
- s.13

**Discussion:**

- The draft agenda was jointly developed with MNBC staff and includes:
  1. Welcome and Introductions
  2. Discussion on BC Budget and MNBC Funding:
    - BC Budget 2022/23 and establishment of Declaration Act Secretariat
    - AEST's funding for MNBC
      - Program funding
      - Métis Institute funding
  3. Discussion on BCIT Incident <sup>s.13</sup>  
s.13
  4. Discussion on formalizing relationship through <sup>s.13</sup>
- For additional background on these items, please see Tabs 3-10

**Suggested Response / Key Message:**

- Please See Tabs 3-6 for speaking points

**Attachment(s):**

- *Tab 2: Agenda*
- *Tab 3: Welcome and Opening Comments*
- *Tab 4: Budget/Funding Discussion*
- *Tab 5: Discussion on BCIT Incident*
- *Tab 6: <sup>s.13</sup>*
- *Tab 7:*
- *Tab 8:*
- *Tab 9: Summary of AEST Funding to MNBC*
- *Tab 10: MNBC Statement on Budget 2022 (Secretariat)*
- *Tab 11: MNBC Minister and Staff Bios*

**Contact:** Nicola Lemmer, ADM, Post-Secondary Policy and Programs (778)-698-9768  
Bindi Sawchuk, ADM, Workforce Development and Skills Training (778)-698-8772

## TAB 2: Agenda

### Minister Anne Kang meeting with MNBC Agenda

**Date and Time:** April 13, 2022; 1:30pm-2:30pm

#### **Participants:**

##### Ministry of Advanced Education and Skills Training (AEST):

- Minister Anne Kang;
- Deputy Minister Shannon Baskerville (meeting chair);
- Nicola Lemmer, Assistant Deputy Minister Post-Secondary Policy and Programs;
- Bindi Sawchuk, Assistant Deputy Minister Workforce Development and Skills Training;
- Fiona Cubitt, Acting Executive Director Indigenous Policy and Engagement Branch; and
- Sunjit Bains, Acting Executive Director Indigenous Skills Training and Partnerships.

##### Métis Nation BC (MNBC):

- Minister Susie Hooper, Post-Secondary Education;
- Minister Dean Gladue, Employment and Skills Training;
- Colette Trudeau, Acting Deputy Minister and Chief Executive Officer;
- Chris Gall, Assistant Deputy Minister and Chief Legal Officer;
- Katie Trace, Associate Director - Employment & Skills Training, and PSE; and,
- Jeremy Twigg, Director of Intergovernmental Affairs.

#### **Topics for Discussion:**

1. Welcome and Opening Comments
2. Discussion on BC Budget and MNBC Funding
  - BC Budget 2022/23 and establishment of Declaration Act Secretariat
  - AEST's Budget (funding for MNBC):
    - Program funding
    - Métis Institute funding
3. Discussion on BCIT Incident s.13  
s.13
4. Discussion on s.13

## Agenda Item 1: DM Welcome and Opening Comments

**Deputy Minister's Role:** Meeting Chair; confirm if other parties are interested in and if there is interest in alternating Chair responsibilities for future meetings, then turn to Minister for opening comments.

### **Deputy Minister Speaking points:**

- Land Acknowledgement: Good afternoon, I am greeting you from the territories of the Lekwungen peoples of the Songhees and Esquimalt First Nations. I also acknowledge this is the chosen home of the Métis Nation of Greater Victoria and many other diverse Indigenous peoples.
- I understand my staff have discussed with your staff that I could act as chair of our meeting today.
- As this is a bilateral discussion, no hierarchy is implied in offering to do so and I welcome the opportunity for others to chair today if interested.

*[pause for confirmation that no other party is interested in chairing]*

- We are open to alternating chairing our meetings going forward. If this is something that you would like, we'll ensure this is part of staff discussions prior to future meetings together.

*[pause for confirmation of interest in alternating Chair responsibilities]*

*Invite the Minister to provide opening comments*

**Minister's Role:** Shannon will open the meeting as chair, then turn to Minister to do land acknowledgement and welcome Ministers Hooper and Gladue, A/Deputy Minister Collette Trudeau, Assistant Deputy Minister Chris Gall; Director Jeremy Twigg and Associate Director Katie Trace.

**Speaking points:**

- Minister Introduction: Hello everyone, welcome and thank you for the request to meet today. It is good to see you again Ministers Hooper and Gladue and I'm very pleased to have the opportunity to meet you Collette.
- Land Acknowledgement: I am greeting you from the territories of the Musqueam, Squamish and Tsleil-Waututh [SLAY-WAH-TOOTH] Nations, also known as the Halkomelem [HAL-KO-ME-LEM] speaking peoples. I would also like to recognize this is the chosen home of the North Fraser Métis Association and the many other diverse Indigenous people who reside upon this land.
- Opening Comments: It is important to recognize that recent times have been hard for many. We have been in a pandemic for two years, there have been natural disasters that have disproportionately impacted Métis peoples, and it has been very busy for all of us as we are moving our work forward on multiple fronts.

Our government is committed to working with Indigenous peoples, including First Nations, Métis, and Inuit partners, to implement the Truth and Reconciliation Commission's (TRC) Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

As we work to implement the Declaration on the Rights of Indigenous Peoples Act, we are in a new era of working in consultation and cooperation with Indigenous peoples, but we are building the road as we travel on it.

I appreciate that you and your staff are juggling multiple priorities. Thank you for helping us build a strong partnership that is helping us advance our shared goals.

My Ministry has a commitment to serve all Indigenous learners in BC. I value the relationship with MNBC and acknowledge the many areas on which we are working together: student housing, Indigenous board members, skills training and employment.

## Agenda Item 2: Discussion on BC Budget 2022/23 and MNBC Funding

**Minister's Role:** Acknowledge and listen to MNBC's concerns with BC Budget 2022/23, focusing on AEST's strong relationship with MNBC and AEST's commitment to a distinctions-based approach; ask Shannon to speak more about the budget. Bindi and Nicola will then speak to AEST's 2022/23 funding for MNBC.

### Speaking points:

- Opening Remarks:
  - I greatly value our strong bilateral relationship with MNBC and hope that we can continue building on it and our work together.
  - Our Ministry is committed to strengthening our relationship with MNBC, including engaging on the development and implementation of the Declaration Act Action Plan and aligning BC's laws with the UN Declaration, in relation to the interests of the Métis.
- BC Budget 2022/23 and Declaration Act Secretariat: I understand you had concerns regarding the 2022/23 Budget and the establishment of the Declaration Act Secretariat, and I would like to hear more about them.

*[MNBC to outline their concerns with the budget – see Tab 10 for MNBC Statement on Budget]*

- Potential Response:
  - This government and my Ministry remain committed to applying a distinctions-based approach to our work, recognizing the unique interests, rights and circumstances of Indigenous peoples in BC.

**TAB 4a Agenda Item 2: Discussion on BC Budget 2022/23 and MNBC Funding - MAK**

- The Declaration Act Secretariat is being established to assist government to achieve its alignment of laws obligations under the Declaration Act. It is not a funding source; however, it will guide and assist government to meet its obligation to ensure legislation is consistent with the UN Declaration, and that legislation is developed in consultation and co-operation with Indigenous Peoples.
- I would like to ask Shannon to talk about the Budget in relation to our Ministry and the inclusion of Post-Secondary Education and Training in Government's Economic Plan and then also to Bindi and Nicola to have a discussion on MNBC's funding.

**Shannon's Speaking Points:**

- Before we go into specifics of our funding for MNBC and Métis learners in BC, I wanted to highlight Government's Economic Plan, which was released with Budget 2022/23, and in particular the focus on workforce readiness for the future within the Economic Plan.
- We see investing in people as the foundation of our workforce as a critical component to BC's economic recovery from COVID and natural disasters.
- Government has included support for Indigenous post-secondary institutes within the Economic Plan, recognizing that the post-secondary institute that you are developing, First Nations mandated institutes and urban Indigenous institutes play an important role in ensuring all Indigenous peoples are able to fully participate in the workforce going forward.
- My Ministry has been asked to coordinate an overall government approach to workforce readiness in the province. We are looking to have a Future Ready: Skills for the Jobs of Tomorrow plan developed by this fall and are engaging with partners over the next couple of months.
- I understand our staff have already discussed an engagement approach for providing input and co-developing this plan.
- I'd like to ask Bindi, who is leading this work for our Ministry, if she would like to add anything and to speak to Indigenous Skills Training and Education program funding for MNBC.

**Bindi's Speaking Notes – MNBC Program Funding (through WDST)**

- I am very pleased about the positive working relationship that AEST and MNBC have established.
- I understand that our staff have already started discussions on 2022/23 Indigenous Skills Training and Education program funding for MNBC and I'm hopeful that starting this work early will help increase certainty for MNBC as you plan your skills training and education objectives.

s.13; s.17

s.13; s.17

- Our annual base funding for the Indigenous Skills and Education program is \$24M and is intended to support those far from the labour market with getting skills that leads to jobs.
- \$12M comes from provincial funding and \$12M comes from the BC-Canada Workforce Development Agreement. We report out to Canada on this federal funding.
- Over the last 2 years we also received an additional top up of \$15M of provincial funding to support economic recovery from the pandemic.

s.13

## **TAB 4b Agenda Item 2: Discussion on BC Budget 2022/23 and MNBC Funding**

- As funding is provided on an annual basis it limits our ability to make long-term commitments.
- In addition, the parameters around this funding limit it to programming and related costs. It cannot provide core or infrastructure funding.
- One of the key objectives of the funding and programming approach is to increase access to quality programming that improves employment and education opportunities for all Indigenous peoples.
- Our approach with Indigenous skills training and education programming has been to work directly with MNBC and other Indigenous partners to allocate funding or to deliver training to Indigenous communities based on their self-identified needs.
- As part of this approach, we have been flexible to respond to changing needs, particularly as we deal with ongoing impacts of the pandemic and natural disasters. We are looking for ways to be more responsive, so we are prepared to meet future needs.
- The Ministry is beginning a process to refresh for Indigenous skills training and education programming.
- Last month (March 24<sup>th</sup>) Shannon sent a letter about this work and other initiatives, (the Future Ready: Skills for the Jobs of Tomorrow Plan, STC regulations, and post-secondary institute funding review) and opportunities for engagement.
- Our staff have started to talk about this with MNBC staff, and we are looking to co-develop an engagement approach for Métis.
- I understand our teams will continue to work together and be flexible on current needs, while we develop a longer-term approach.

## **TAB 4b Agenda Item 2: Discussion on BC Budget 2022/23 and MNBC Funding**

- I would like to ask Nicola to speak about the funding our Ministry is providing for MNBC staff capacity funding and the development of a Métis post-secondary institute.

### **Nicola's Speaking Notes - MNBC Capacity Funding, MNBC Institute funding and scholarship funding**

- We recognize that it takes resources for MNBC to engage and co-develop post-secondary education and skills training initiatives that meet the needs of Métis learners and communities; that is why we are committed to providing you with capacity support.

[Reference: \$150K in 2021/22 and \$200K in 2022/23.]

s.13

- This year we were once again able to obtain one-time funding to support Indigenous institutes. We secured \$250,000 for MNBC to implement the newly completed business plan for a Métis post-secondary institute.
- We are excited about your work to develop a Métis post-secondary institute and I hope that we can continue discussions at a staff level as you move forwards.

s.13

- As you may be aware, the Ministry has been supporting scholarships for Indigenous learners since establishing an endowment at the Irving K. Barber Scholarship Society in 2007. The Ministry has been topping up these

## **TAB 4b Agenda Item 2: Discussion on BC Budget 2022/23 and MNBC Funding**

scholarships since 2007. This year we have been able to secure end of year funding for financial assistance for Indigenous learners.

- However, in recognition of government's commitment to self-determination and our shifts to a distinctions-based approach, we are providing funding directly to Indigenous partners to administer for First Nations, Métis and Inuit learners.
- We are providing MNBC with \$145,000 for financial support for Métis learners.

### **If asked about Indigenous Institutes Legislation**

s.13

## TAB 4b Agenda Item 2: Discussion on BC Budget 2022/23 and MNBC Funding

### Background: *Budget 2022/23 and MNBC Response*

- Budget 2022/23 focused on responding to the pandemic and the devastating wildfires and floods. References to support for Indigenous peoples are high level and do not adopt a distinctions-based approach<sup>1</sup>.
- MNBC, under the leadership of the former CEO, expressed disappointment that Budget 2022 lacks any reference to Métis people and that the new Declaration Act Secretariat (\$12M commitment) does not include funds to increase the capacity of Indigenous governments to interact with the province (see *Attachment 4: MNBC Statement on Budget*)

s.13

- AEST has provided skills training funding and capacity building funding to MNBC through federal and provincial funding initiatives from WDST and PSPP since 2018.

s.13

in

- AEST has increasingly moved towards a distinctions-based approach for Indigenous initiatives, such as through the Indigenous Skills Training and Education (ISTE) program, Indigenous institutes, capacity funding for MNBC and are working to adopt a distinctions-based approach in the draft Policy Framework.

### ***Declaration Act Secretariat***

- Secretariat has been set up as a separate entity that reports directly to MIRR's Minister. Purpose is to guide and assist government and ministries to meet its obligation to ensure legislation is consistent with the UN Declaration and legislation is developed in consultation and co-operation with Indigenous Peoples.
- The budget for the Secretariat is to support the establishment of the Secretariat (salaries, workspace, travel, meetings, and contracts), does not include funding Indigenous organizations to participate in alignment of laws work.
- Ministry of Indigenous Relations and Reconciliation (MIRR) has messaged that ministries are responsible for providing funding as necessary to enable Indigenous partners to support their ministries' alignment of laws work.
- AEST provided MNBC \$150K in 2021/22 and \$200K in 2022/23 to support staff capacity.

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<sup>1</sup> The BC Budget only mentions "Métis" once (in related to a K-12 funding initiative), though "Indigenous" is mentioned 89 times and "First Nation" is mentioned 27 times (Inuit is also not mentioned).

## **TAB 4b Agenda Item 2: Discussion on BC Budget 2022/23 and MNBC Funding**

### ***Institutes funding (PSPP)***

- AEST provided \$100K to MNBC in 2021/22 to build MNBC's capacity to develop their own post-secondary institute, including: research economic and Covid-19 impacts on Métis learners; initiate a comprehensive, province-wide data collection strategy; and develop a business plan for its inaugural Métis Institute.
- This funding was part of the \$1M in budget 2021 contingencies set aside for capacity building within Indigenous Institutes.

### ***Scholarships Funding***

- As part of AEST commitment to providing financial assistance to Indigenous learners, the Ministry has provided funding to the Irving K Barber British Columbia Scholarship Society many times between 2009 and 2018 (total \$9M).
- This year, the Ministry has made the decision for financial assistance funding to be provided to Indigenous-run organizations. Therefore, funding is being provided to Chief Joe Mathias Scholarship Foundation for First Nations learners, Metis Nation BC for Metis learners, and Indspire in collaboration with Inuit Tapiriit Kanitami, for Inuit learners.
- The \$500,000 this year is being allocated proportionately to the three organizations.

**Agenda Item 3: Discussion on BCIT Incident** s.13  
s.13

**Minister's Role:** Acknowledge public post-secondary institutions have more work to do to support needs of Métis learners, express support for ongoing work to reconcile after the BCIT incident (currently staff are trying to set up staff level meeting before any meeting with Minister, MNBC and BCIT leadership would be organized). s.13

s.13

**Speaking points:**

- Opening Comments: Reconciliation is an ongoing process and a shared responsibility for us all; one that all public post-secondary institutions are expected to support as we work in cooperation with Indigenous peoples to establish a clear and sustainable path to lasting reconciliation.
- The 2021/22 mandate letters for public post-secondary institutions emphasise the five foundational principles of our government, including working to create a lasting and meaningful reconciliation with Indigenous peoples and remaining focused on creating opportunities to implement the Calls to Action of the Truth and Reconciliation Commission.
- Our government is committed to adopting a distinctions-based approach to working with Indigenous peoples, one that recognizes the unique rights, circumstances and interests of the Indigenous peoples of Canada: First Nations, Métis and Inuit

s.13

- I recognize that there is still work to be done to ensure that the post-secondary system recognizes and supports the unique needs of Métis learners, in addition to First Nations and Inuit learners. We greatly appreciate that our close relationship with you is helping us to create and adapt policy and programs to assist with this important and complex work.
- BCIT Incident:
  - Regarding the incident at BCIT, I want to clarify that supporting First Nations, Métis and Inuit learners and ensuring they feel safe at whichever post-secondary institution they choose to attend is a priority for my Ministry.
  - I am committed to ensuring post-secondary education and training is culturally responsive and relevant for all Indigenous peoples in British Columbia.
  - The Ministry of Advanced Education and Skills Training provides funding to British Columbia's public post-secondary institutions, however as set out under the College and Institute Act, public institutions are responsible for all matters relating to the management and administration of the institution.
  - I understand that there is continued work at staff level to reach out to BCIT; we are committed to doing all that we can to facilitate dialogue in order to learn from this experience moving forward.

s.13

**TAB 5 Agenda Item 3: Discussion on BCIT Incident**<sup>s.13</sup>  
s.13

s.13



**Background:**

- In April 2021, MNBC received an email written by a BC Institute of Technology (BCIT) staff member. MNBC wrote to Minister Kang to express their concerns that statements in the email were discriminatory towards Métis.
- MNBC feels that the lack of public acknowledgement from BCIT regarding the remarks indicates that BCIT does not support Métis learners.
- In July 2021, Minister Kang and MNBC leadership met to discuss MNBC's concerns.
- s.13

Page 21 of 31 to/à Page 24 of 31

Withheld pursuant to/removed as

s.13

Page 25 of 31 to/à Page 26 of 31

Withheld pursuant to/removed as

s.16

**AEST Funding for MNBC**

s.13; s.17

- In 2021/22, AEST also provided MNBC with \$150,000 to support their staff capacity and \$100,000 to develop a business plan for a new Métis post-secondary institute.
  - AEST is providing MNBC with \$200,000 to support staff capacity in 2022/23 and \$250,000 to support implementation of their business plan for the Métis post-secondary institute in 2022/23.
- Since 2018 AEST has provided MNBC with \$16.89M to support skills training and education initiatives, and \$631K to Métis chartered communities to support Skills Training and Education programming.

**PAN-INDIGENOUS FUNDING IGNORES DISTINCTIONS-BASED SPIRIT OF  
DECLARATION ACT**

***\$12M Declaration Act Secretariat Doesn't Address Indigenous Government  
Capacity***

Copyright

PAN-INDIGENOUS FUNDING IGNORES DISTINCTIONS-BASED  
SPIRIT OF DECLARATION ACT

Copyright

## **Métis Nation British Columbia (MNBC) Biographies**

Susie Hooper, Minister of Post-Secondary Education & Environmental Protection



Minister Hooper started her journey with Métis Nation British Columbia (MNBC) in 2008 when she was elected as the Northwest Regional Women's Representative. She was elected as the Regional Director for Region 6 Northwest, serving from 2012-2020 and was re-appointed in MNBC's 2020 election.

Hooper believes Métis Nation has a bright future and will continue to grow and advance forward with hard work, dedication, collaboration and communication. Hooper is eager to be learning more about Métis heritage and culture. She feels honoured to be a mother, sister, aunty, daughter and grandmother to three beautiful grandchildren.

Hooper recently retired from the Bulkley Valley School District where she worked with at-risk youth in an alternate school setting for the last 31 years. Now that she is retired, Hooper is looking forward to dedicating even more time to her work with MNBC.

Dean Gladue, Minister of Employment and Skills Training & Veterans Affairs



Minister Dean Gladue retired from the Royal Canadian Mounted Police in 2015 after 26 years where he worked with numerous Indigenous and non-Indigenous communities across Canada. Gladue represented the RCMP on the team responsible for bringing the Drug and Abuse Resistance Education (DARE) program to B.C. He was also an integral part of the National Aboriginal Shield Program development process.

He is a skilled community developer, strategic thinker, expert team builder and a persuasive negotiator, seasoned in conflict mitigation and resolution.

Gladue is part-owner and vice president of a resource management company and does contract work for a law firm as the Indigenous Liaison Manager. He sits on MNBC's Environment, Business Advisory, Youth Engagement and Emergency Response committees and volunteers his time to various local groups within his community. Gladue is a passionate Métis citizen and takes great pride in serving his people at the grassroots level.

Collette Trudeau, Acting Deputy Minister and Chief Executive Officer



Collette Trudeau is Acting Deputy Minister and Chief Executive Officer of MNBC. Trudeau also serves as Senior Director of Operations and Administration, Digital Government, Women, and Youth, and has been with MNBC for 13 years.

Trudeau is a passionate and supportive leader who oversees the efficient day-to-day operations of MNBC. Trudeau is a strategic leader with exceptional management skills to support program administration and growth-minded direction.

## TAB 11 – MNBC Biographies

Chris Gall, Assistant Deputy Minister and Chief Legal Officer



Christopher Gall has been a staff member at MNBC since 2012. He has been in his current role of Chief Public Affairs Officer and General Legal Council since June 2020, and was previously an Executive Director for one year, and prior to that Director of Natural Resources. He is a barrister and solicitor currently focused on aboriginal and environmental law. He has worked in the field of research and cartography for over a decade on a provincial, national, and international scale. He has a Juris Doctor from TRU, as well as an MA and a BA from UNBC.

Jeremy Twigg, Director of Intergovernmental Affairs



Jeremy Twiggs has been Director of Intergovernmental Affairs at MNBC since September 2021. He is a communications and public affairs professional with 17 years of experience. Previously he was an Associate Vice President and a consultant at several PR firms. He has a BFA in Creative Writing from UBC and grew up in Vancouver, BC.

Katie Trace, Associate Director, Ministry of Employment and Skills Training and Post-Secondary Education



Katie Trace has been with MNBC for over 6 years. Prior to Trace's Associate Director Position, she began her career with MNBC as a youth program coordinator and then Senior Director of Digital Government, Women & Gender Equity, and Youth.

Trace has a Bachelor of Arts in International/global studies from Simon Fraser University, and training in event management from BCIT.

## Information Note

### Advice to Minister Anne Kang

**Date:** March 15, 2022

**Cliff #: 124565**

**Issue: Collective Bargaining – Key Messages and Ministry Role**

#### **Background / Facts:**

- There are 72 collective agreements in the post-secondary sector.
- 30 collective agreements in the research university sector 42 collective agreements in the (PSEA) teaching universities, institute, and colleges sector.
- Under the 2022 Bargaining Mandate, nearly 385,000 unionized employees are covered by collective agreements in B.C.'s public sector.
- Approximately 16% (approx. 62,000 of the 385,000) public sector employees belong to the post-secondary sector.

#### Labour Relations Roles Public Sector Employers' Council (PSEC):

- PSEC Secretariat supports government in setting and coordinating bargaining mandate for the broad public sector. Bargaining mandate is approved by the Cabinet.
- Each bargaining plan must be approved by PSEC, the Minister of Finance & the Minister of Advanced Education and Skills Training.

#### Employers Associations:

- There are two bargaining employer's associations who are responsible for coordinating bargaining in the post secondary sector.
- Post-Secondary Employers' Association (PSEA) - represents colleges (11), teaching universities (5) and institutes (3).
  - There is one bargaining plan for entire PSEA sector.
- University Public Sector Employers' Association (UPSEA) - represents BC's six research universities.
  - UPSEA provides a coordination function amongst its six university members; the responsibility for bargaining rests with individual employers. Each university has its own bargaining plan.

#### AEST:

- In the development phase of a bargaining mandate:
  - All Post secondary bargaining plans are co-signed by Ministers of Finance and AEST
- During collective bargaining:
  - PSEC may seek assistance from the ministry responsible to review and approve specific proposals related to public policy requirements, service delivery objectives or any other contextual matters.

### AEST Minister's Roles in Bargaining

- Before or during bargaining, it is very common for labour unions to reach out to the Ministers to advance their agendas.
  - Ministry/Minister have a very limited role. We listen to the stakeholders but are unable to promise or influence any outcomes as those are negotiated at the bargaining table.
- During bargaining, the Minister will be regularly updated on the status of bargaining and any contentious issues. There is always regular communication between ministry staff, PSEC, and the employer associations about public policy, bargaining and other issues as they arise.
  - For example, issues related to the public bargaining mandate may require a response from PSEC or a joint response from PSEC and AEST. s.13

### Current Bargaining Mandate

s.13; s.17

### Current Bargaining Status:

s.13; s.17

### **Key Messages:**

*If asked about current or upcoming collective bargaining:*

- Our government respects the work of public sector employees because the investments we are making in them and the services they provide is an investment in the long-term economic health of B.C.

- Bargaining is best left at the bargaining table, I look forward to unions and employers reaching freely negotiated agreements so we can continue working together to make life better for everyone in our province.
- The best outcomes for British Columbians are helped by keeping a respectful relationship in our negotiations.

If asked about status of collective bargaining in the PSI sector:

- It is not appropriate for me to comment on ongoing collective bargaining, bargaining belongs at the bargaining table.

**AEST Do's and Don't's During Bargaining:**

s.13; s.17

**Attachment(s):** N/A

**Contact:** *Tony Loughran, Executive Lead (250 387-8871)*

**Decision Note**  
**Advice to Minister Anne Kang**  
**Minister of Advanced Education and Skills Training**

**Date:** 25 March, 2022

**Cliff #: 124501**

**Issue: Approval of the 2022–23 CMEC budget and resizing of the restricted portion of the CMEC operations reserve to \$2 million**

**Background / Facts:**

CMEC Budget 2022-23

- CMEC is the main forum for pan-Canadian engagement by provincial and territorial ministers of education and advanced education on their mutual priorities. CMEC also enables multilateral engagement with the federal government and provides Canadian representation internationally on education-related matters.
- CMEC's annual budget requires approval by all ministers.
- CMEC's revenue consists of:
  - Annual contributions from provinces and territories based on population (BC's contribution of approximately \$652K is shared by AEST and the Ministry of Education based on the split between K-12, PSE and joint activities); and
  - Targetted project funding from participating provinces, territories, and the federal government.
- CMEC's Secretariat presented a balanced budget for 2022-23 of approximately \$13.3M.
- CMEC's 2022-23 budget drafts were reviewed by CMEC's deputy minister subcommittee and the Advisory Committee of Deputy Ministers of Education (ACDME). On February 9, 2022, ACDME approved sending the budget to ministers for final approval.

CMEC Operations Reserve Resizing

- In addition to approving the CMEC budget, ministers are asked to approve a change to the CMEC reserve fund.
- CMEC maintains a reserve of funds unspent from past years as a contingency in the unlikely event Provinces disband the organization and wind-up costs are incurred.
- A recent review of CMEC finances by the audit firm advised the secretariat to increase the retained amount to ensure that wind-up costs could be covered without further draws on provincial and territorial budgets.
- ACDME recommended that CMEC increase the restricted reserve to \$2 million, up from the current \$600,000, which would cover approximately 3 months of operations.

**Analysis:**

- Provincial and territorial contributions will remain unchanged under CMEC's 2022-23 budget (total contributions have not changed for more than ten years).
- CMEC's 2022-23 budget is 5% lower than 2021-22. This reduction is primarily due to decreased program expenses (e.g., scaling back on international in-person engagement) and lower operating costs (e.g., staff turnover).

- ACDME has concluded that the Secretariat made reasonable assumptions in developing the 2022–23 CMEC budget, and that identified risks are acceptable and can be monitored for any necessary mitigation in the year.
- The change in the reserve amount does not impose new or additional costs on members, and is a reasonable precautionary level given the low probability CMEC will be disbanded.

**Options:**

**Option 1 (Recommended):** Approve the CMEC Budget and an increase to \$2M to the restricted reserve and sign an attached form (see attachment).

○ **Pros:**

- CMEC operations will continue without interruption
- Consistent with the recommendation from deputy ministers via ACDME. AEST has no concerns that warrant delay of contribution.
- Consistent with past practice and recognizes the value CMEC provides as a collaborative provincial and territorial forum for Canadian education ministers
- Funding is identified in AEST base budget.

○ **Cons:**

- None foreseen

**Option 2:** Do not approve.

○ **Pros:**

- The annual CMEC meeting in July may be an opportunity to discuss any concerns over the budget or the reserve fund.

○ **Cons:**

- AEST has funding allocated in its budget for the expense.
- CMEC operates on annual provincial contributions. Failure by members to disburse their share complicates the organization's financial situation.

**Recommendation** Option 1: Approve.

**Next Steps:** Minister Kang will sign an **attached response form**.

AEST staff will transmit the signed form to the CMEC Secretariat.

<p><b>RECOMMENDED OPTION:</b></p> <p><b>Approved/Not Approved</b></p>	
<p>_____</p> <p>Honourable Anne Kang</p>	<p>_____</p> <p>Date</p>

**Attachment(s):** 1. Memo and response form for Minister's signature

2. *Appendix I. Overview CMEC 2022–23 Budget and Resizing of Restricted Reserve*

3. *Appendix II. CMEC Budget 2022–23 Summary*

**Contact:** *Jamie Edwardson, Director<sup>s.17</sup>*



**cmecc**

Council of  
Ministers  
of Education,  
Canada

Conseil des  
ministres  
de l'Éducation  
(Canada)

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# Memorandum

**CMEC/2022/04**

2022 03 02

To: Members of CMEC

Re: Approval of the 2022–23 CMEC budget and approval to resize the restricted portion of the CMEC operations reserve to \$2 million

**RESPONSE REQUESTED BY MARCH 25, 2022**

The purpose of this memo is to request your approval of the following:

- 1) the 2022–23 CMEC budget (see APPENDIX I and II); and
- 2) the resizing of the existing restricted portion of the CMEC operations reserve from \$600,000 to \$2,000,000 (see APPENDIX I).

For your convenience, a response form is attached. Please complete and return your signed copy to Sherry Kennedy, Interim Director, Administration, at [s.kennedy@cmecc.ca](mailto:s.kennedy@cmecc.ca), by **March 25, 2022**.

Thank you for your attention.

ORIGINAL SIGNED BY

Chantale LeClerc  
Executive Director

Enc.

cc Members of ACDME  
CMEC Advisors

*The content of CMEC, ACDME, and other memoranda is confidential.*



**cmecc**

Council of  
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# Response Form

2022 03 02

**CMEC/2022/04**

To: Sherry Kennedy

Tel.: 416-962-8100, ext. 225

Email: [s.kennedy@cmecc.ca](mailto:s.kennedy@cmecc.ca)

Re: Approval of the 2022–23 CMEC budget and approval to resize the restricted portion of the CMEC operations reserve to \$2 million

## RESPONSE REQUESTED BY MARCH 25, 2022

### Advanced Education and Skills

#### Training

Minister

#### British Columbia

Province/Territory

☒ I approve the 2022–23 CMEC budget.

☐ I do not approve the 2022–23 budget for the reasons noted below:

☒ I approve the resizing of the restricted portion of the CMEC operations reserve to \$2 million.

☐ I do not approve the resizing of the restricted portion of the CMEC operations reserve to \$2 million for the reasons noted below:

2022 04 13

Date

Signature

Please name your response file with the name of your province or territory.

**Decision Note**  
**Advice to Minister Anne Kang**  
**Minister of Advanced Education and Skills Training**

**Date:** April 1, 2022

**Cliff #: 124501**

**Issue: Approval of the 2022–23 CMEC budget and resizing of the restricted portion of the CMEC operations reserve to \$2 million**

**Background / Facts:**

CMEC Budget 2022-23

- CMEC is the main forum for pan-Canadian engagement by provincial and territorial ministers of education and advanced education on their mutual priorities. CMEC also enables multilateral engagement with the federal government and provides Canadian representation internationally on education-related matters.
- CMEC's annual budget requires approval by all ministers.
- CMEC's revenue consists of:
  - Annual contributions from provinces and territories based on population (BC's contribution of approximately \$652K is shared by AEST and the Ministry of Education based on the split between K-12, PSE and joint activities); and
  - Targetted project funding from participating provinces, territories, and the federal government.
- CMEC's Secretariat presented a balanced budget for 2022-23 of approximately \$13.3M.
- CMEC's 2022-23 budget drafts were reviewed by CMEC's deputy minister subcommittee and the Advisory Committee of Deputy Ministers of Education (ACDME). On February 9, 2022, ACDME approved sending the budget to ministers for final approval.

CMEC Operations Reserve Resizing

- In addition to approving the CMEC budget, ministers are asked to approve a change to the CMEC reserve fund.
- CMEC maintains a reserve of funds unspent from past years as a contingency in the unlikely event Provinces disband the organization and wind-up costs are incurred.
- A recent review of CMEC finances by the audit firm advised the secretariat to increase the retained amount to ensure that wind-up costs could be covered without further draws on provincial and territorial budgets.
- ACDME recommended that CMEC increase the restricted reserve to \$2 million, up from the current \$600,000, which would cover approximately 3 months of operations.

**Analysis:**

- Provincial and territorial contributions will remain unchanged under CMEC's 2022-23 budget (total contributions have not changed for more than ten years).
- CMEC's 2022-23 budget is 5% lower than 2021-22. This reduction is primarily due to decreased program expenses (e.g., scaling back on international in-person engagement) and lower operating costs (e.g., staff turnover).

- ACDME has concluded that the Secretariat made reasonable assumptions in developing the 2022–23 CMEC budget, and that identified risks are acceptable and can be monitored for any necessary mitigation in the year.
- The change in the reserve amount does not impose new or additional costs on members, and is a reasonable precautionary level given the low probability CMEC will be disbanded.

**Options:**

**Option 1 (Recommended):** Approve the CMEC Budget and an increase to \$2M to the restricted reserve and sign an attached form (see attachment).

○ **Pros:**

- CMEC operations will continue without interruption
- Consistent with the recommendation from deputy ministers via ACDME. AEST has no concerns that warrant delay of contribution.
- Consistent with past practice and recognizes the value CMEC provides as a collaborative provincial and territorial forum for Canadian education ministers
- Funding is identified in AEST base budget.

○ **Cons:**

- None foreseen

**Option 2:** Do not approve.

○ **Pros:**

- The annual CMEC meeting in July may be an opportunity to discuss any concerns over the budget or the reserve fund.

○ **Cons:**

- AEST has funding allocated in its budget for the expense.
- CMEC operates on annual provincial contributions. Failure by members to disburse their share complicates the organization's financial situation.

**Recommendation** Option 1: Approve.

**Next Steps:** Minister Kang will sign an **attached response form**.

AEST staff will transmit the signed form to the CMEC Secretariat.

**RECOMMENDED OPTION:**

**Approved Option 1**

  
Honourable Anne Kang

April 13, 2022

Date

**Attachment(s):** 1. Memo and response form for Minister's signature

2. *Appendix I. Overview CMEC 2022–23 Budget and Resizing of Restricted Reserve*

3. *Appendix II. CMEC Budget 2022–23 Summary*

**Contact:** Jamie Edwardson, Director<sup>s.17</sup>

### Approval of CMEC 2022–23 Budget and Resizing of Restricted Reserve

Both the budget for 2022–23 and the proposal to resize CMEC's restricted reserve were reviewed and discussed by the ACDME Executive Committee on November 30, 2021, and subsequently by ACDME on February 9, 2022. Members of ACDME are recommending the approval of the 2022–23 budget, as well as the resizing of the restricted reserve to \$2 million.

This appendix provides a summary of the key considerations related to the budget for the 2022–23 fiscal year, as well as the proposal to resize the restricted portion of the CMEC reserve fund.

#### Approval of the 2022–23 CMEC budget

	Forecast 2021–22	Proposed Budget 2022–23
Member Contributions	\$5,464,335	\$5,464,335
Consortia	2,153,576	465,530
Federal	4,561,247	5,259,682
Other	1,812,487	2,069,148
<b>Total Revenue</b>	<b>13,991,645</b>	<b>13,258,695</b>
Program Expenses	7,115,519	6,518,237
<u>Operations Expenses:</u>		
Direct & Shared Staff	6,053,104	5,953,934
Other shared operating costs	786,524	786,524
<b>Total Expenses</b>	<b>13,955,147</b>	<b>13,258,695</b>
Surplus/(Deficit)	\$36,498	-

- The budget for 2022–23 is balanced.
- Provinces and territories will maintain their contributions at the level set in 2010.
- 42% of the budget is supported by provincial and territorial contributions and approximately 40% by federal funding. The remainder comes from various consortia, HST/GST rebate, interest, and other minor miscellaneous items.

- The budget enables the work of CMEC, its committees and working groups, and the CMEC Secretariat. It primarily covers staffing expenses, contractors, strategic engagement costs, leased office space, and equipment. The work of CMEC is directed and approved by its members, which are the provinces and territories.
- The budget approach reflects a “stay the course” operational strategy, and continues to effectively deliver on projects and other work identified under the current CMEC strategic plan, while a new strategic planning process is undertaken in fiscal 2022–23.
- Strategic engagement costs for travel and meetings are reduced to remain within available resources, with virtual meeting options leveraged as much as possible. Only two in-person international ministerial meetings are planned.
- Reasonable assumptions were made in order to prepare the budget. Some highlights include:
  - maximizing revenue from other sources;
  - incorporating a vacancy rate for anticipated staff gaps due to average turnover;
  - resuming some in-person meetings; and
  - anticipating some higher staffing costs due to the need to compensate new employees at the higher end of salary ranges because of the competitive labour market.
- ACDME believes potential risks to a balanced budget can be managed. The Secretariat will monitor these risks and engage ACDME as appropriate. Key risks include:
  - reduced revenue if negotiations with the federal government on various projects prove unsuccessful;
  - a potential lack of provincial and territorial representation at some international meetings where virtual attendance is not an option, which may result in Canada’s position on education being represented by the federal government;
  - staff turnover, which may be less than anticipated, and therefore could negatively impact achievement of the vacancy cost-reduction factor; and
  - the need to maintain positions vacant for a period of time to achieve cost savings, which may impact the ability to deliver on certain projects and initiatives.

## Approval of the resizing of the restricted portion of the core operations reserve to \$2 million

	Core Operations Reserve: Restricted	Core Operations Reserve: Unrestricted	Total Core Operations Reserve
Current distribution (represents approximately only 1 month of salary expenses)	\$600,000	\$2,784,341	\$3,384,341
<b>Recommended distribution</b> (3 months of operating expenses)	\$2,000,000	\$1,384,341	\$3,384,341

Note: Estimated balances at **March 31, 2023**

- CMEC retains surplus funds in two main types of reserves:
  - **Project specific:** These are unspent funds from externally-funded programs and projects (primarily learning assessments). Unspent funds must be sent back to the funder, or must only be used for additional work on the originally funded project—or for other purposes—with approval from the funder.
  - **Core operations:** These are unspent funds from provincial and territorial contributions. They can be held if there is a surplus in core administrative and operational functions. This reserve can be *restricted* or *unrestricted* by the corporation.  
(Note that cumulative surpluses over the past 11 years have been about \$1.5 million, and cumulative deficits over that same period have been about \$560,000.)
- This memo addresses the core operations reserve—specifically, the restricted portion of the core operations reserve, and not the project specific reserve.
- Members of CMEC designated a portion of the core operations reserve as **restricted** as early as 2010–11, and the amount was increased to \$600,000 in 2017–18 to reflect approximately one month of salary costs. (Note that this restriction is merely a designation of existing retained funds, not a new contribution.)
- It is common and prudent business practice to restrict a portion of an operation’s reserve, and to set aside a reasonable amount of funds to cover costs, in the event of a wind down of the organization.
- Provinces, territories, and the federal government contribute funds at different times during the fiscal year, but costs are incurred more consistently year-round; therefore, a

restricted reserve also enables cash-flow management, without having to use a line of credit and incurring interest costs.

- CMEC's financial auditors have advised that the industry rule of thumb for not-for-profit organizations is to designate a restricted fund—representing between 3 and 6 months of operating expenses—to support additional costs that could arise during a wind down.
- Wind down costs are usually above and beyond the regular operation costs, and therefore—depending on the timing of the wind down decision during a fiscal year—may or may not be supported by in-year provincial and territorial contributions.
- Typical wind down costs often include: salary and benefits commensurate with notice obligations within contracts, or under common law if no contracts exist; equipment and lease termination and penalty costs (which may include payout of the entire remaining lease period if there is no termination provision); equipment disposal costs; provision for data transfer or storage; and other costs.
- After resizing, the core operations unrestricted reserve will total \$1.38 million, and the core restricted reserve will total \$2 million (estimated at March 31, 2023).
- The core operations unrestricted reserve will remain available to fund future projects, as well as to cover any unforeseen operating deficits in the future. Members are reminded that once this fund is depleted, it can only be replenished through future surpluses from operations.

<b>CMEC BUDGET 2022–23 SUMMARY</b>	<b>Forecast 2021–22</b>	<b>Budget 2022–23</b>	<b>Difference between Forecast and Budget 2022–23</b>	<b>Comments for difference between Forecast and Budget 2022–23</b>
<b>Revenue</b>				
Member Contributions	5,464,335	5,464,335		
Consortia	2,153,576	465,530	(1,688,046)	No Copyright special levy included in budget assumptions for 2022–23
Federal Contributions	4,561,247	5,259,682	698,435	ESDC additional funding for PISA 2022, and funding postponed from 2021–22 for PAC and Integration of IETs project
Other	1,812,487	2,069,148	256,661	Draw from PCAP restricted reserve, offset by decrease in recoveries
<b>Total Revenue</b>	<b>13,991,645</b>	<b>13,258,695</b>		
<b>Expenditure</b>				
Total – Program work	7,115,519	6,518,237	(597,282)	See below
Total – Direct FTE	3,982,899	3,998,121	15,222	Full staff complement, including 1% annual increase and provision for a vacancy factor
Total – Shared FTE	2,070,205	1,955,813	(114,392)	Budget at full staff complement and provision for a vacancy factor. Note forecast 2021–22 included unbudgeted Maternity and parental supplemental unemployment benefit (SUB) payment and Executive Director (ED) search
Total – Shared services	786,524	786,524		
<b>Total Expenditure</b>	<b>13,955,147</b>	<b>13,258,695</b>		
<b>Surplus/(Deficit)</b>	<b>36,498</b>	<b>-</b>	<b>(36,498)</b>	
<b>Schedule A: CMEC – PROPOSED PROGRAM WORK EXPENDITURES BY PROGRAM FOR FISCAL 2022–23</b>	<b>Forecast 2021–22</b>	<b>Budget 2022–23</b>		
Strategic Engagement	196,500	992,700	796,200	Assumes that the restrictions due to the pandemic will end, and some essential travel can resume. Virtual options will be used where possible
Meetings	200,645	287,017	86,372	Assumes that the restrictions due to the pandemic will end; includes some additional face-to-face meetings, while still maximizing virtual options
Teleconferences/Videoconferences	273,140	149,696	(123,444)	Assumes that the restrictions due to the pandemic will end, with some modest increase in face-to-face meetings
Contracts/consultants	3,854,019	2,762,502	(1,091,517)	Decrease in Copyright for \$1.45M, and PAC and Integration of IETs for \$800K, offset by increase in assessment programs for \$1.2M
External translation and copy editing	295,352	190,200	(105,152)	Decrease in assessment programs \$85K and in PAC and Integration of IETs \$20K
Print and electronic document design and production	156,808	237,500	80,692	Increase due to assessment programs test administration year
Communications (press releases, Extranet)	4,096	-	(4,096)	
Unit-specific information and communications technology (ICT)	332,122	147,514	(184,608)	Decrease mainly due to the assessment provision to purchase IT materials in 2021–22
Contributions made to other organizations (INES, CESC, IEA)	483,000	465,000	(18,000)	
Recoveries	396,356	168,050	(228,306)	Decrease in Copyright special levy recoveries
Other, including direct cost	439,709	358,210	(81,499)	Decrease in PIRLS 2021 contribution \$620K, in PAC and Integration of IETs recoveries \$35K; offset by increase in TIMSS 2023 contribution \$570K
Direct and Administration cost related to ESDC requirements	880,128	927,898		
<b>TOTAL PROGRAM WORKS</b>	<b>7,511,875</b>	<b>6,686,287</b>		
Less HST rebates/recoveries	-	-		
Reversal of recoveries charged by CMEC on Consortia	(396,356)	(168,050)		
<b>TOTAL</b>	<b>7,115,519</b>	<b>6,518,237</b>		
<b>Schedule B: Reserve Funds</b>	<b>Forecast 2021–22</b>	<b>Budget 2022–23</b>		
<b>CMEC operations reserve</b>				
Restricted reserve	600,000	2,000,000		Pending ministers' approval to resize CMEC's operations restricted reserve
Unrestricted reserve				
Beginning of the year	3,349,257	3,096,523		
Budget Surplus/(Deficit)	36,498	-		
Adjustment to salary increase 1%	(134,000)	(150,000)		
Transfer to PCAP reserve	-	-		
Draw – PIAAC	(155,232)	(162,182)		
Reclassification to restricted reserve	-	(1,400,000)		
Total unrestricted reserve	3,096,523	1,384,341		
<b>TOTAL CMEC operations reserve</b>	<b>3,696,523</b>	<b>3,384,341</b>		
<b>Special project reserves (not available for other use)</b>				
<b>Restricted Reserve – PCAP</b>				
Beginning of the year	1,038,740	1,098,740		
Draw or contribution	60,000	(140,000)		
<b>TOTAL Restricted Reserve – PCAP</b>	<b>1,098,740</b>	<b>958,740</b>		
<b>Restricted Reserve – Assessment</b>				
Beginning of the year	2,054,815	2,054,815		
Draw or contribution	-	-		
<b>TOTAL Restricted Reserve – Assessment</b>	<b>2,054,815</b>	<b>2,054,815</b>		
<b>Restricted Reserve – PIAAC</b>				
Beginning of the year	63,505	41,804		
Draw or contribution	(21,701)	-		
<b>TOTAL Restricted Reserve – PIAAC</b>	<b>41,804</b>	<b>41,804</b>		

**CMEC – Budget 2022–23**

	General Operating	Federal, Other	2021–22 Forecast		General Operating	Federal, Other	Budget 2022–23		Variance \$	Explanation of Variance
	Budget \$	Budget \$	Total \$		Budget \$	Budget \$	Total \$			
Revenue	C				D				D - C	
Member contributions	5,464,335	-	5,464,335		5,464,335	-	5,464,335			
Consortia	-	2,153,576	2,153,576		-	465,530	465,530		(1,688,046)	Copyright special project in fiscal 2020–21
Consortia recoveries	396,356	(396,356)	-		168,050	(168,050)	-			
	396,356	1,757,220	2,153,576		168,050	297,480	465,530			
Federal contributions										
Canadian Heritage contribution for OLP	-	1,416,594	1,416,594		-	1,401,688	1,401,688		1,412,693	PISA 2022 – Main study administration year
ESDC contribution for PISA 2022 and 2018	-	2,169,007	2,169,007		-	3,581,700	3,581,700		(835,646)	Funding under negotiation for 2022–23
ESDC contribution for PAC and Integration of IETs	-	835,646	835,646		-	-	-		71,294	PISA 2022 – Main study administration year
FCAC contribution for PISA 2022	-	105,000	105,000		-	176,294	176,294		65,000	Saving in 2021–22 due to pandemic
Statistics Canada grant for CESC	-	35,000	35,000		-	100,000	100,000			
	-	4,561,247	4,561,247		-	5,259,682	5,259,682			
Other										
Interest, HST rebate, miscellaneous	240,000	-	240,000		245,000	-	245,000		5,000	Increase in interest and HST rebate
TIMSS 2023		325,000	325,000		-	891,966	891,966		566,966	TIMSS 2023 – Field test administration year
Draw from CMEC operations unrestricted reserve	134,000	155,232	289,232		150,000	162,182	312,182		22,950	Staff annual salary increase for \$16K, and PIAAC for additional \$7K
Draw/(Contribution) PCAP 2022 – reserve	(60,000)	-	(60,000)		140,000		140,000		200,000	PCAP 2023 – Field test administration year
PIRLS 2021		921,889	921,889			300,000	300,000		(621,889)	PIRLS 2021 final year
Miscellaneous recoveries: PIRLS 2021/TIMSS 2023; PAC and Integration of IETs	74,665		74,665		180,000		180,000		105,335	\$140K of additional recoveries (\$100K from ESDC for PCISFA project and \$40k for PAC and Integration of IETs)
Draw from PIAAC – reserve	-	21,701	21,701		-	-	-			
	388,665	1,423,822	1,812,487		715,000	1,354,148	2,069,148			
<b>Total Revenue</b>	<b>6,249,356</b>	<b>7,742,289</b>	<b>13,991,645</b>		<b>6,347,385</b>	<b>6,911,310</b>	<b>13,258,695</b>		(732,950)	
Expenditures										
Total – Program work	1,181,038	5,934,481	7,115,519		1,416,828	5,101,409	6,518,237		(597,282)	
Total – Direct FTE	3,027,671	955,228	3,982,899		3,009,515	988,606	3,998,121		15,222	
Total – Shared FTE	1,383,783	686,422	2,070,205		1,298,395	657,418	1,955,813		(114,392)	
Total – Shared services	620,366	166,158	786,524		622,647	163,877	786,524			
<b>Total Expenditures</b>	<b>6,212,858</b>	<b>7,742,289</b>	<b>13,955,147</b>		<b>6,347,385</b>	<b>6,911,310</b>	<b>13,258,695</b>		(696,452)	
<b>Excess of revenue over expenditures</b>	<b>36,498</b>	<b>-</b>	<b>36,498</b>		<b>-</b>	<b>-</b>	<b>-</b>		(36,498)	

	Administration, and Communications and Governance	CICIC	PAC and Integration of IETs (Federally funded)	Early Learning and ESE and Literacy	Education Data and Research	Indigenous Education	International	Official Languages	Learning Assessment Programs					PSE and Adult Learning	Consortia		TOTAL		Difference
									PCAP	PISA 2022	PIAAC	PIRLS 2021	TIMSS 2023			Copyright	PCFFLP PCFSLP	Proposed Budget 2022-23	
Travel – within Canada – staff	21,000	7,500			9,500	5,000	7,000	-	21,000	32,000				3,000		3,200	109,200	-	109,200
Travel – within Canada – P/Ts					50,000				133,000	140,000			30,000		7,500		360,500	-	360,500
Travel – within Canada – other									15,000	25,000			15,000			-	55,000	-	55,000
Travel – international – staff		7,500		13,000		8,000	54,500			74,000	13,000	25,000	45,000	19,500			259,500	81,500	178,000
Travel – international – P/Ts (Min & DM)							43,000			10,000							53,000	10,000	43,000
Travel – international – P/Ts – other				13,000	19,500		13,000			24,000	13,000		60,000	13,000			155,500	105,000	50,500
Travel – international – other										-							-	-	-
<b>Strategic Engagement</b>	21,000	15,000	-	26,000	79,000	13,000	117,500	-	169,000	305,000	26,000	25,000	150,000	35,500	7,500	3,200	992,700	196,500	796,200
<b>Meetings</b> (net of travel costs, includes interpretation, food)	80,187	10,700			15,500		7,090	1,500	30,000	90,000			30,000	15,240		6,800	287,017	200,645	86,372
<b>Teleconferences/videoconferences</b>	13,000	6,551		21,649	19,700	16,591	7,000	4,972	5,000	5,000	15,000	3,000	5,000	25,233	1,000	1,000	149,696	273,140	(123,444)
<b>Contracts/consultants</b>	55,500	30,000		26,000	63,142		5,000	15,300	120,000	1,897,000		40,000	205,000	40,000	196,560	69,000	2,762,502	3,854,019	(1,091,517)
<b>External translation and copy editing</b>	40,000			14,000	5,700	5,000			5,000	70,000		20,000	15,000	13,500	2,000		190,200	295,352	(105,152)
<b>Print and electronic document design and production</b>		1,500							25,000	120,000		25,000	60,000		6,000		237,500	156,808	80,692
<b>Communications</b> (press releases, Extranet)																	-	4,096	(4,096)
<b>Unit-specific information and communications technology (ICT)</b>		4,000		1,500	1,450	1,500	1,000		15,000	85,000	500	2,000	32,000	3,000	564		147,514	332,122	(184,608)
<b>Contributions made to other organizations</b> (INES, CESC, IEA)					245,000							80,000	140,000				465,000	483,000	(18,000)
<b>Recoveries</b>												-	-		128,050	40,000	168,050	396,356	(228,306)
<b>Other</b>	3,000	6,850	-	500	1,600	500	1,000		8,373	258,096	500	25,730	46,205	2,000	3,856		358,210	439,709	(81,499)
<b>Direct and Administration cost related to ESDC requirements</b>					-					927,898							927,898	880,128	47,770
<b>TOTAL PROGRAM WORKS</b>	<b>212,687</b>	<b>74,601</b>	<b>-</b>	<b>89,649</b>	<b>431,092</b>	<b>36,591</b>	<b>138,590</b>	<b>21,772</b>	<b>377,373</b>	<b>3,757,994</b>	<b>42,000</b>	<b>220,730</b>	<b>683,205</b>	<b>134,473</b>	<b>345,530</b>	<b>120,000</b>	<b>6,686,287</b>	<b>7,511,875</b>	<b>(825,588)</b>
																	-		
																	(168,050)	(396,356)	

Glossary of Acronyms	
CESC	Canadian Education Statistics Council
CICIC	Canadian Information Centre for International Credentials
CMEC	Council of Ministers of Education, Canada
EDC	Explore and Destination Clic
ESDC	Employment and Social Development Canada
FCAC	Financial Consumer Agency of Canada
FTE	Full-time Equivalent
HST	Harmonized Sales Tax
IEA	International Association for the Evaluation of Educational Achievement
OECD	Organisation for Economic Co-operation and Development
OLEP	Protocol for Agreements for Minority-Language Education and Second-Language Instruction
OLP	Official Languages Programs
PAC/IETs	Pan-Canadian Assessment Centre of Internationally Educated Teachers
PCAP	Pan-Canadian Assessment Program
PCFFLP	Pan-Canadian French as a First Language Project
PCFSLP	Pan-Canadian French as a Second Language Project
PCISFA	Pan-Canadian Indicators on Student Financial Assistance
PIAAC	Programme for the International Assessment of Adult Competencies
PIRLS	Progress in International Reading Literacy Study
PISA	Programme for International Student Assessment
TIMSS	Trends in International Mathematics and Science Study

4809 - Decision Note Re: Approval of the Council of Ministers of Education, Canada (CMEC)'s 2022-23 budget

- Edwardson, Jamie [Assignee] forwarded an eApprovals item to Akulova, Helen for action on 04/13/22, 4:21 PM  
signed
- Kinnear, Lindsay [Assignee] forwarded an eApprovals item to Edwardson, Jamie for action on 04/13/22, 4:19 PM  
Approved by MAK - signed DN and Memo attached - back to branch
- Derricourt, Grace [Assignee] forwarded an eApprovals item to Kinnear, Lindsay for action on 04/13/22, 11:01 AM  
Approved by MAK April 13. Signed DN and memo attached. Thanks
- Derricourt, Grace added a document: Attach 1 - Memo and response form for signature - CMEC\_budget\_2022-23 - SIGNED.pdf on 04/13/22, 11:01 AM
- Derricourt, Grace added a document: 124501 - DN - CMEC 2022-23 Budget - SIGNED.pdf on 04/13/22, 11:01 AM
- Waters, Nancy [Colleague of Derricourt, Grace] added a comment on 04/01/22, 1:08 PM  
DM Approved April 1
- Kinnear, Lindsay [Assignee] forwarded an eApprovals item to Derricourt, Grace for action on 03/30/22, 3:46 PM  
DN and Memo for DMO review and approval (prior to obtaining Min sig) - to be added to MDM April 6 if possible. Thank you!
- Lemmer, Nicola [Assignee] approved the item and forwarded it to Kinnear, Lindsay for action on 03/30/22, 2:59 PM  
Approved.
- Kinnear, Lindsay [Assignee] forwarded an eApprovals item to Lemmer, Nicola for action on 03/30/22, 11:07 AM  
For your review and approval. Confirmed with Jamie that there are no issues with getting a response back to CMEC by mid April. Item to be added to MDM April 6/12 depending on availability.
- Stone, Greg [Assignee] approved the item and forwarded it to Kinnear, Lindsay for action on 03/29/22, 4:22 PM  
Approved. Thanks. GWS.

- Edwardson, Jamie [Assignee] approved the item and forwarded it to Stone, Greg for action on 03/25/22, 10:39 AM  
For your review and approval
- Akulova, Helen [Assignee] approved the item and forwarded it to Edwardson, Jamie for action on 03/24/22, 2:50 PM  
The note was revised, appendices attached as requested.
- Akulova, Helen added a document: 2022-04\_CMEC\_Approval\_of\_CMEC\_budget\_2022-23\_and\_Restricted\_Reserve\_EN.docx on 03/24/22, 2:38 PM
- Akulova, Helen added a document: 2022-04\_CMEC\_Approval\_of\_CMEC\_budget\_2022-23\_App\_II\_EN.pdf on 03/24/22, 2:34 PM
- Akulova, Helen added a document: 2022-04\_CMEC\_Approval\_of\_CMEC\_budget\_2022-23\_and\_Restricted\_Reserve\_App\_I\_EN.docx on 03/24/22, 2:34 PM
- Edwardson, Jamie [Assignee] forwarded an eApprovals item to Akulova, Helen for action on 03/24/22, 1:40 PM  
Please also add the appendices (I, II, and III) referenced in the memo.
- Akulova, Helen [Assignee] approved the item and forwarded it to Edwardson, Jamie for action on 03/03/22, 4:03 PM  
The DN draft is ready for revisions. Please note that in addition to a DN approval, a Minister's signature is required on an attached response form.
- Akulova, Helen added a document: 2022-04\_CMEC\_Approval\_of\_CMEC\_budget\_2022-23\_and\_Restricted\_Reserve\_EN.docx on 03/03/22, 3:53 PM
- Akulova, Helen added a document: DN CMEC 2022-23 Budget.docx on 03/03/22, 3:49 PM
- Edwardson, Jamie [Assignee] forwarded an eApprovals item to Akulova, Helen for action on 03/03/22, 2:43 PM
- Adams, Charles created this item on 03/03/22, 2:31 PM  
- Fwd to Jamie Edwardson to fwd to Helen Akulova to draft - CLIFF/eApprovals created
- Adams, Charles has created a new eApprovals item and assigned it to Edwardson, Jamie on 03/03/22, 2:31 PM

## Decision Note

### Advice to Minister Anne Kang

**Date:** March 14, 2022

**Cliff #:** 124612

**Issue:** Letter to Carla Qualtrough, Minister of Employment, Workforce Development and Disability Inclusion, regarding proposed federal changes to the Repayment Assistance Plan (RAP)

#### Background / Facts:

- The British Columbia Repayment Assistance Plan (BC RAP) was developed to assist BC borrowers who received a student loan and are having trouble with repayment. Assistance is tailored to the needs of borrowers based on the length of time they have been in repayment and on their ability to repay.
- The BC RAP is administered by the National Student Loans Service Centre on behalf of and under the direction of the Province of British Columbia.
- The program offers assistance for temporary financial hardship and as a result, borrowers must re-apply every six months to continue to receive assistance.
- The BC RAP is a jointly administered Ministry of Finance and Ministry of Advanced Education and Skills Training program. s.13; s.16
- As of March 31, 2021, approximately 26,800 BC borrowers benefit from the Repayment Assistance Plan.
- The BC plan and that of 7 other provinces is harmonized with the federal Repayment Assistance Plan. Both the BC plan and the federal plan have an income threshold below which individuals temporarily do not have to repay their student loans - the 'zero affordable payment threshold'. Currently that income threshold is \$25,000 for a single individual.

s.16

#### Analysis:

s.16

**Options:**

s.13; s.16

**Next Steps:**

s.16

**RECOMMENDED OPTION:**

**Approved Option 1**

  
Honourable Anne Kang

March 29, 2022  
Date

**Attachments:**

1. Letter from Chair of CMEC to the Honourable Carla Qualtrough
2. CMEC Memorandum on the Letter from Chair of CMEC to the Honourable Carla Qualtrough

**Contact:** Nicola Lemmer, ADM, Post-Secondary Policy and Programs

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Withheld pursuant to/removed as

s.16