

OPEN GOVERNMENT COMMITTEE

AGENDA

WEDNESDAY, JUNE 22, 2016

10:30AM TO 12:00PM

s.15

s.15,s.17

1. Introduction & Background
2. Terms of Reference
3. Mandated and Potential Initiatives
4. Next Steps

OPEN GOVERNMENT COMMITTEE

DRAFT - MEETING MINUTES

WEDNESDAY, JUNE 22, 2016

10:30AM TO 12:00PM

s.15

s.15,s.17

ITEM		ACTION ITEM
1.	Introduction & Background	
2.	Terms of Reference	<ul style="list-style-type: none">• Amend TOR to reflect Delegates participation, quorum and potential alternative sites (David Curtis)
3.	Mandated and Potential Initiatives	<ul style="list-style-type: none">• Engage and share ADMCST feedback on Contract Summary release initiative (David Curtis)• Provide Ministry Executives with Information Management briefings – or others as requested (David Curtis)• Explore ministry information of public interest (All)
4.	Next Steps	<ul style="list-style-type: none">• Schedule meeting (David Curtis)

OPEN GOVERNMENT COMMITTEE

AGENDA

TUESDAY, OCTOBER 18, 2016

10:30AM TO 12:00PM

s.15

s.15,s.17

ITEM		ATTACHMENT	Lead
1.	Review Minutes	Yes	David Curtis
2.	Review Draft Terms of Reference	Yes	All
3.	Update <ul style="list-style-type: none">Executive Information BriefingsProactive Disclosure:<ul style="list-style-type: none">Draft Contract Awards SummaryContract ReleasesSecondary Severing CopyrightSection 25Mandatory Training Program	Yes Yes	David Curtis
4.	Roundtable Discussion - Questions <ul style="list-style-type: none">Potential Information Assets for Proactive Release (Ministry or Sectoral)Staff Communication/Education		All
5.	Next Meeting <ul style="list-style-type: none">Potential agenda items (e.g. Technology Strategy, Information Classification)		All

Assistant Deputy Ministers Committee on Open Government

Terms of Reference

Purpose

The purpose of the Assistant Deputy Ministers (ADM) Committee (the Committee) on Open Government is to enhance British Columbians' access to provincial information of public interest. The Committee will provide a key leadership role in the establishment of new proactive release information categories, supporting processes and cultural shifts to enhance government transparency and accountability.

Responsibilities

The Committee is responsible for providing advice and recommendations to the Chief Records Officer (and/or other emergent governance bodies) regarding:

- Identification of existing government information assets of significant public interest.
- Development of new proactive release categories, including the evaluation of potential categories for consideration, development of recommendations for consideration by the Chief Records Officer and implementation support as appropriate.
- Development and implementation of training and communications to foster an increased awareness among public service employees regarding the importance of Open Government.
- Coordination and integration of the Open Government initiative with related ministry or corporate initiatives.

Approach

The Committee is anticipated to utilize a phased work plan, initially focused upon the proactive release of contract summaries — s.12,s.13

s.12,s.13 Concurrent initiatives will be undertaken as appropriate, and in its consideration of the above responsibility areas, the Committee will:

- a) Ensure alignment with the various Corporate policies (e.g., Core Policy, Open Information and Open Data Policy);
- b) Review and assess policies and practices in other jurisdictions; and
- c) Consider and assess cost and resource implications.

Term

This Terms of Reference is effective from June 2016 until June 2018.

Membership

Representative	Title	Ministry
David Curtis, Chair	ADM, Corporate Information & Records Management	Finance
Trish Dohan	ADM, Corporate Services for the Natural Resource Sector	Forests, Lands and Natural Resource Operations
Manjit Sidhu	ADM, Financial and Corporate Services	Health
Scott MacDonald	ADM, Labour Market and Information	Jobs, Tourism and Skills Training and Responsible for Labour
Toby Louie	Executive Director, Corporate Policy and Planning Office	Justice
Colin McEwan	ADM, Corporate Services	Technology, Innovation and Citizens' Services
Nancy Bain	ADM and EFO	Transportation and Infrastructure

Lead representative attendance is strongly encouraged. However, delegates are permitted on an exceptional basis.

Secretariat: TBD

Meetings

The Committee will meet on a monthly basis,^{s.15} or alternate sites (dial in information will also be provided).

The Chair will set the meeting agenda, with a call to members for agenda items, and meetings will follow standard rules of order.

A quorum is achieved with one-half the membership or one-half plus one member where there is an odd number of members.

Proactive Disclosure:

Information about Contracts



Ministry
of Finance

Key Elements – Contracts (Directive 07-2016)

Scope:

- Contracts (STOBs 60, 61, 63, and 80)
 - with values over \$10k
 - where an amendment modifies the value to \$10k +
 - amendments over \$10k to contract values

Out of Scope:

- Information about Alternative Service Delivery contracts will be disclosed under a separate directive (08-2016).
- Information about Directly-Awarded contracts will continue to be disclosed under directive 03-2016.

Key Elements – Contracts (Directive 07-2016)

Exceptions:

- Cost sharing/transfer agreements entered into by the Ministry of Children and Family Development, including those with Foster Homes and Group Homes; and,
- Cost sharing/transfer agreements entered into by the Ministry of Aboriginal Relations and Reconciliation, including those with First Nations and Aboriginal peoples.

Personal and Other Sensitive Information:

- Ministries must prepare the summaries in such a way that they do not contain information that must or may be withheld under FOIPPA

Key Elements – Contracts (Directive 07-2016)

Timing:

- Ministries must provide monthly summaries to IAO not later than 30 calendar days after the end of the quarter to which they relate
- IAO must post to Open Information not later than 60 calendar days after the end of the quarter

Format:

- Posted to Open Information (as Excel/CSV)

Key Elements – Contracts (Directive 07-2016)

Reporting Delays:

- Where a contract awarded in a quarter was not captured by that quarter's report because of a reporting delay, it must be included in the next quarter's report

Contract Amendments:

- Where an amendment is made that brings a contract over the \$10k reporting threshold
- Where an amendment is made to any contract that adds \$10k or more

Key Elements – ASDs (Directive 08-2016)

Scope:

- Alternative Service Delivery Contracts administered by the Strategic Partnerships Office

Personal and Other Sensitive Information:

- SPO must prepare the summaries in such a way that they do not contain information that must or may be withheld under FOIPPA

Key Elements – ASDs (Directive 08-2016)

Timing:

- SPO must provide annual summaries to IAO not later than 30 calendar days after the end of the fiscal year to which they relate
- IAO must post to Open Information not later than 60 calendar days after the end of the fiscal year

Format:

- Posted to Open Information (as Excel/CSV)

Overview

Information Release	Description	Ministry Timelines	Public Posting Timelines
Contracts <ul style="list-style-type: none">• with values over \$10k• where an amendment modifies the value to \$10k• amendments over \$10k to contract values	Quarterly summaries	Monthly summaries to IAO no later than 30 calendar days after the end of the month.	Posted to Open Information no later than 60 days after the end of the month.
ASDs	Initial report must be made accessible as open information by December 31, 2016. Annual updates.	Applies to MTICS. Annual Report to IAO on a yearly basis no later than 30 calendar days after the end of fiscal year.	Posted to Open Information no later than 60 days after the end of the fiscal year.

Report Elements

Data Element	Definition
Reporting Period	Fiscal Year
Start Date	Date contract commences
Contract Reference Number	Contract number
Office, division or branch procuring the service	The name of the office, division or branch as appropriate.
Name of the contractor	Legal name as stated in the contract
Description of Work	STOB Category - 2 Digit
Delivery Date	Date contract is scheduled to conclude
Initial Contract Value	Maximum contract value (CAD exclusive of taxes)
Current Amendment	Value of the amendment to the contract value in the relevant quarter
Amended Contract Value	Current maximum contract value inclusive of amendments (CAD exclusive of taxes)
Detailed Description	Title of project or a brief, 10-20 word description of the service procured.
Procurement Process	Procurement process label (using CAS labelling conventions)
Comments	Comments are mandatory where an amendment has been made. <ul style="list-style-type: none"> Note the effective date of the amendment. Note any other data fields effected by the amendment (e.g. Delivery Date).

CONTRACTS WITH VALUES OVER \$10,000

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

DIRECTIVE: 07-2016

SUBJECT: **Disclosure of Summaries of Contracts with Values over \$10,000**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: October 31, 2016

Minister of Finance

Directive to all Ministries issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records that is available to the public without a request under that Act:

Quarterly summaries of contracts awarded under STOBs 60, 61, 63, and 80, where

- (a) the contract value is \$10,000 or more,**
- (b) an amendment modifies the initial value of a contract to an amended contract value that is over \$10,000, or**
- (c) an amendment valued at \$10,000 or more is made to a contract.**

excepting the following:

- **Cost sharing/transfer agreements entered into by the Ministry of Children and Family Development, including those with Foster Homes and Group Homes; and**
- s.13

For clarity, this directive does not apply to the following:

- Directly-Awarded Contracts subject to Directive 03-2016; and
- Alternative Service Delivery Contracts subject to Directive 08-2016.

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) Subject to (3) and (4), below, quarterly summaries must include, at a minimum, the following information about each contract awarded or amended that quarter:
 - a) Reporting period;
 - b) Start date (date contracted services are set to begin);

- c) Contract reference number;
 - d) Office, division or branch procuring the service;
 - e) Name of the contractor;
 - f) Description of work (STOB code);
 - g) Delivery date (end date of contract);
 - h) Initial contract value;
 - i) Current amendment value (where applicable);
 - j) Amended contract value (where applicable);
 - k) Detailed description; and
 - l) Procurement process (using CAS labelling conventions).
- (2) Subject to (3) and (4) below, the quarterly summaries must also include information specified in (1), above, about any contract awarded or amended in the previous quarter which was not captured by a previous quarter's summary due to a reporting delay.
- (3) The quarterly summaries must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (4) The quarterly summaries may also exclude information that may be excepted from disclosure if the summaries were requested under FOIPPA.
- (5) Quarterly summaries must be posted to the Open Information website not later than 60 calendar days after the end of the quarter to which they relate.
- (6) In order to meet the timelines specified in (5), ministries must provide the quarterly summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 30 calendar days after the end of the quarter to which they relate.

This Directive is effective as of October 31, 2016.

Date

Minister of Finance

ALTERNATIVE SERVICE DELIVERY CONTRACTS

DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT*

DIRECTIVE:	08-2016
SUBJECT:	Disclosure of Summaries of Alternative Service Delivery Contracts
AUTHORITY:	This directive is issued under section 71.1 of the <i>Freedom of Information and Protection of Privacy Act</i> .
APPLICATION:	This directive applies to the Ministry of Technology, Innovation and Citizens' Services.
EFFECTIVE DATE:	October 31, 2016

Minister of Finance

Directive to the Ministry of Technology, Innovation and Citizens' Services issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records that is available to the public without a request under that Act:

Summaries of Alternative Service Delivery Contracts administered by the Strategic Partnerships Office.

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A Fiscal Year-to-Date summary report of Alternative Service Delivery contracts must be posted to the Open Information website by December 30, 2016.
- (2) Thereafter, on an annual basis, an updated Annual Report of Alternative Service Delivery contracts must be posted to the Open Information website.
- (3) Subject to (5) and (6), below, the Fiscal Year-to-Date summary report and Annual Reports must include, at a minimum, the following information about each Alternative Service Delivery contract:
 - a) Reporting period;
 - b) Start date (date contracted services are set to begin);
 - c) Office, division or branch procuring the service;
 - d) Name of the contractor;
 - e) Delivery date (end date of contract);
 - f) Contract value (maximum value of the contract);
 - g) Detailed description; and
 - h) Procurement process.

- (4) The Fiscal Year-to-Date summary report and Annual Reports must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (5) The Fiscal Year-to-Date summary report and Annual Reports may also exclude information that may be excepted from disclosure if the summaries were requested under FOIPPA.
- (6) Annual Reports must be posted to the Open Information website not later than 60 calendar days after the end of the fiscal year to which they relate.
- (7) In order to meet the timelines specified in (6), Strategic Partnerships Office in the Ministry of Technology, Innovation and Citizens' Services must provide the annual summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 30 calendar days after the end of the fiscal year to which they relate.

This Directive is effective as of October 31, 2016.

Date

Minister of Finance

Ministry of Finance
BRIEFING DOCUMENT

To: Honourable Mike De Jong, Q.C.
Minister of Finance

Date Requested: October 12, 2016

Date Required: October 13, 2016

Initiated by: Chad Hoskins

Date Prepared: October 13, 2016

Ministry
Contact: Chad Hoskins

Phone Number: 250-356-7343

Email: chad.hoskins@gov.bc.ca

Cliff# 353818

TITLE: Secondary severing on FOI requests for Open Information Publications

PURPOSE:

() **DECISION REQUIRED (bold)**

Direction or decision required - signature block at end of BN

**Make sure to delete those which do not pertain to the briefing note you are preparing*

(X) **FOR INFORMATION (not bold)**

For information would include policy overview and updated/revised info

COMMENTS:

To ensure that the BC government is able to publish as many Freedom of Information (FOI) requests as possible on government's Open Information website, Information Access Operations (IAO) has implemented a new process to additionally sever information from FOI requests that is protected under federal copyright law. This will ensure that requests are no longer exempt from publication due to copyright exemptions. This approach is consistent with a recommendation made by the Information and Privacy Commissioner in her 2013 report "Evaluating the Government of British Columbia's Open Government Initiative".

Executive Director approval: _____

ADM approval: _____

DATE PREPARED: October 13, 2016

TITLE: Secondary severing on FOI requests for Open Information Publications

ISSUE: A process is being implemented to remove copyright-protected information from FOI requests prior to publication on the Open Information website.

BACKGROUND:

Until recently, government has not proactively released any FOI requests that contain information subject to copyright protection. Legal advice and the federal *Copyright Act* restricted the proactive release of this information. There is a specific clause in the *Copyright Act* that permits copyright-protected information to be released in response to a specific FOI request, but it does not extend to subsequent proactive release.

To ensure that the BC government is able to publish as many FOI requests as possible on government's Open Information website, IAO has implemented a new process to additionally sever information from FOI requests that is protected under federal copyright law. This will ensure that requests are no longer exempt from proactive release due to copyright.

After the release of the original response to the applicant, files will be re-reviewed by analysts to remove copyright protected information. Where information has been removed, it will be noted as copyright on the proactive release version of the records.

This approach is consistent with a recommendation made by the Information and Privacy Commissioner in her 2013 report "Evaluating the Government of British Columbia's Open Government Initiative". Former Commissioner Denham advised that a secondary severing process would be beneficial as a means to ensure records containing copyright materials are still made accessible to the public online.

Information that is subject to copyright protection will continue to be released to original applicants as permitted under the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Additionally, the information that is subject to copyright would be available to any other member of the public should they make a request themselves.

DISCUSSION:

The change in process to remove copyright-protected information from FOI responses is consistent with government's renewed focus on proactive disclosures. It is estimated that approximately 150 requests per year were previously exempt from proactive release due to copyright exemptions. The change in process will result in 10% more

requests being published to the Open Information website on an annual basis, many of which have records that are of interest to the broader public.

Although secondary severing requires additional work by staff at IAO, additional resources were allotted to assist with the new proactive release initiatives, sufficient to undertake the work. IAO has also built up considerable experience in dealing with copyright matters over the past four years, and IAO will continue to seek expert advice from the Intellectual Property Group at the Ministry of Technology, Innovation and Citizens' Services when dealing with new or unique copyright issues.

Client ministries have been notified, and an information bulletin has been drafted by GCPE to inform the public of the change in process.

OPEN GOVERNMENT COMMITTEE

AGENDA

WEDNESDAY, NOVEMBER 9, 2016

10:30AM TO 12:00PM

s.15

s.15,s.17

1. APPROVAL OF AGENDA (DAVID)
2. MINUTES OF PREVIOUS MEETING – OCTOBER 18, 2016 (DAVID)
3. PROACTIVE RELEASE (DAVID)
4. TRIM DISCUSSION (GLEN ISAAC)
5. TECHNOLOGY STRATEGY (DAVID SHERWOOD)

OPEN GOVERNMENT COMMITTEE

Minutes November 9, 2016

ATTENDEES

David Curtis	Manjit Sidhu	Corrine Timmermann	Toby Louie
Melissa Sexsmith	Joel Fairbairn	Suzanne Ferguson	Nancy Bain
Jackie Biggs	David Sherwood (Presenter)	Glen Isaac (Presenter)	

1. Approval of Agenda

Agenda approved.

2. Minutes of Previous Meeting – October 18, 2016

Minutes of previous meeting were approved.

3. Proactive Release

With regards to the proactive release of copyright information, FOI applicants will receive a full, unredacted, version of the document, and then additional severing to remove copyright information will occur allowing posting of the material on Open Information

4. TRIM Discussion

Glen Isaac provided an update on TRIM.

TRIM has been in place since 2003 as the government's standard records management system. A planned upgrade to the system originally scheduled for August 2015 was deferred due to the issuance of an RFI. The upgrade will run 9 to 12 months and will introduce a new modern interface, including a web option.

On-boarding of new entities onto the system will be suspended, pending completion of the TRIM upgrade.

5. Technology Strategy

David Curtis and David Sherwood provided an overview of the Technology Strategy (see attached presentation).

OPEN GOVERNMENT COMMITTEE

AGENDA

**WEDNESDAY, DECEMBER 14, 2016
10:30AM TO 12:00PM**

s.15

s.15,s.17

1. APPROVAL OF AGENDA (DAVID)
2. MINUTES OF PREVIOUS MEETING – NOVEMBER 9, 2016 (DAVID)
3. NEW DIRECTIVES – SEE ATTACHED (DAVID)
4. MINISTRIES PROACTIVE RELEASE OPPORTUNITIES (ALL)

OPEN GOVERNMENT COMMITTEE
Minutes
December 14, 2016

ATTENDEES

David Curtis	Brenda Rafter	Corrine Timmermann	Toby Louie
Nancy Bain	Joel Fairbairn	Colleen Rice	Trish Dohlan
Jackie Biggs			

1. Approval of Agenda

Agenda approved.

2. Minutes of Previous Meeting – November 9, 2016

Minutes of previous meeting were approved with an amendment to Item 5 regarding Information Management Technology Strategy.

Action: *Update to Item 5 – Information Management Technology Strategy to state the following:*

Information Management

Information management concerns a cycle of organizational activity: the acquisition of information from one or more sources, the custodianship and the distribution of that information to those who need it, and its ultimate disposition through archiving or deletion.

Information Transformation:

Information transformation concerns how an organization changes how it manages information: where the change in culture is as important if not more so than the technology.

3. New Directives

Joel Fairbairn provided an update on the recently signed directives which will come into effect in the new fiscal year. Prior to taking effect, the directives will be posted to Open Information.

Provided brief information on each of the directives.

Question around the November 21st date shown on the front page of the directive which may cause confusion as the effective date, instead of the actual date of April 2017, referenced frequently within the document

Action: *David and Joel to look into how we can identify that the effective date is April 2017.*

Communication to be going out to Deputy Minister's and Executive Financial Officer's introducing the new directives.

Proactive Disclosure

Currently looking at the inventory of contracts that have previously been released to help shape the s.12,s.13

Work with legal services to ensure that potential vendors are informed of s.12,s.13 s.12,s. obligations throughout the procurement lifecycle.

4. Ministries Proactive Release Opportunities

Joel Fairbairn offered an option for his group to provide a presentation regarding the Proactive Disclosure initiative to assist Ministries in identifying items that could be released via Open Information.

5. Training Update

Training is in the process of being finalized. Presently working with the vendor who are creating an on-line course with a target date of going "live" in January 2017, with the intention of all staff completing the training by the end of March 2017, with a renewal every two years. Communication on the new course will be proved through the @Work website and the Deputies and ADMCST Committees prior to going "live".

Comment was brought up around certain staff (i.e.: Warehouse staff and Correction Officers) who may have accessibility issues with the on-line course. Question was asked if there is an alternative training method to meet the March deadline.

CONTRACTS WITH VALUES OVER \$10,000

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

DIRECTIVE: 07-2016

SUBJECT: **Disclosure of Summaries of Contracts with Values over
\$10,000 CAD**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of
Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: November 21, 2016

Minister of Finance
Directive to all Ministries
issued under section 71.1 of
the Freedom of Information and Protection of Privacy Act

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records that is available to the public without a request under that Act:

Quarterly summaries of contracts awarded under STOBs 60, 61, 63, and 80, where

- (a) the contract value is \$10,000 or more,**
- (b) an amendment modifies the initial value of a contract to an amended contract value that is \$10,000 or more, or**
- (c) an amendment valued at \$10,000 or more is made to a contract.**

excepting the following:

- Shared Cost Arrangements entered into by the Ministry of Children and Family Development, including those with Foster Homes and Group Homes.**

For clarity, this directive does not limit the application of Directive 03-2016, or Directive 08-2016.

Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A quarterly summary report of contracts awarded or amended in the first quarter of the 2017 fiscal year must be posted to the Open Information website by August 29, 2017.
- (2) Thereafter, quarterly summaries must be posted to the Open Information website not later than 60 calendar days after the end of the quarter to which they relate.
- (3) In order to meet the timelines specified in (2), ministries must provide the quarterly summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 30 calendar days after the end of the quarter to which they relate.

(4) Subject to (6) and (7), below, quarterly summaries must include, at a minimum, the following information about each contract awarded or amended that quarter:

- a) Reporting period;
- b) Start date of contract (date contracted services are set to begin);
- c) Contract reference number;
- d) Ministry and office, division or branch procuring the service;
- e) Legal name of the contractor;
- f) Description of work (STOB code);
- g) End date of contract;
- h) Initial contract value;
- i) Current amendment value (where applicable);
- j) Amended contract value (where applicable);
- k) Detailed description of services; and
- l) Procurement process (using CAS labelling conventions).

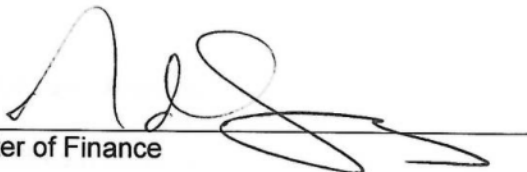
(5) Subject to (6) and (7), below, the quarterly summaries must also include information specified in (4), above, about any contract awarded or amended in the previous quarter which was not captured by a previous quarter's summary due to a reporting delay.

(6) The quarterly summaries must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.

(7) The quarterly summaries may also exclude information that may be excepted from disclosure if the summaries were requested under FOIPPA.

This directive is effective as of November 21, 2016.

Dec 6, 2016
Date


Minister of Finance

Appendix: STOB and Data Definitions (07-2016)

STOB Code	Definition
STOB 60	Professional Services: Operational & Regulatory
STOB 61	Professional Services: Advisory
STOB 63	Information Systems : Operating
STOB 80	Shared Cost Arrangements

Data Element	Definition
Reporting period	Fiscal Year and Quarter
Start date of contract	Date contract commences
Contract reference number	Contract number
Ministry and office, division or branch procuring the service	The name of the Ministry, and the office, division or branch as appropriate.
Name of the contractor	Legal name as stated in the contract
Description of work	STOB Category - 2 Digit
End date of contract	Date contract is scheduled to conclude
Initial contract value	Maximum contract value (CAD exclusive of taxes)
Current amendment	Value of the amendment to the contract value in the relevant quarter
Amended contract value	Current maximum contract value inclusive of amendments (CAD exclusive of taxes)
Detailed description of services	Title of project or a brief, 10-20 word description of the service procured.
Procurement process	Procurement process label (using CAS labelling conventions)
Comments (Optional, as required)	<p>Comments provide additional information about the contract, including:</p> <ul style="list-style-type: none"> • Additional information about goods or services provided, if required; • Whether contract information has been restated or corrected due to a factual error. <p>Comments are mandatory where an amendment has been made.</p> <ul style="list-style-type: none"> • Note the effective date of the amendment. • Note any other data fields effected by the amendment (e.g. Delivery Date).

ALTERNATIVE SERVICE DELIVERY CONTRACTS

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

DIRECTIVE: 08-2016

SUBJECT: **Disclosure of Summaries of Alternative Service Delivery Contracts**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*.

APPLICATION: This directive applies to the Ministry of Technology, Innovation and Citizens' Services.

EFFECTIVE DATE: November 21, 2016

Minister of Finance
Directive to the
Ministry of Technology, Innovation and Citizens' Services
issued under section 71.1 of
the Freedom of Information and Protection of Privacy Act

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records that is available to the public without a request under that Act:

Summaries of Alternative Service Delivery Contracts administered by the Strategic Partnerships Office.

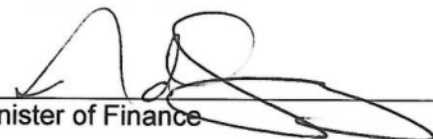
Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) A Fiscal Year-to-Date Summary Report of Alternative Service Delivery contracts must be posted to the Open Information website by August 29, 2017
- (2) Thereafter, on an annual basis, an updated Annual Summary Report of Alternative Service Delivery contracts must be posted to the Open Information website.
- (3) Annual Summary Reports must be posted to the Open Information website not later than 60 calendar days after the end of the fiscal year to which they relate.
- (4) In order to meet the timelines specified in (3), above, Strategic Partnerships Office in the Ministry of Technology, Innovation and Citizens' Services must provide the Annual Summary Reports summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 30 calendar days after the end of the fiscal year to which they relate.
- (5) Subject to (6) and (7), below, the Fiscal Year-to-Date Summary Report and Annual Summary Reports must include, at a minimum, the following information about each Alternative Service Delivery contract:
 - a) Reporting period;
 - b) Start date of contract (date contracted services are set to begin);
 - c) Ministry and office, division or branch procuring the service;
 - d) Legal name of the contractor;
 - e) End date of contract;

- f) Contract value (maximum value of the contract);
 - g) Detailed description of services; and
 - h) Procurement process (using CAS labelling conventions).
- (6) The Fiscal Year-to-Date Summary Report and Annual Summary Reports must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (7) The Fiscal Year-to-Date Summary Report and Annual Summary Reports may also exclude information that may be excepted from disclosure if the summaries were requested under FOIPPA.

This directive is effective as of November 21, 2016.

Dec. 6, 2016
Date


Minister of Finance

Appendix: Data Definitions (08-2016)

Data Element	Definition
Reporting period	Fiscal Year
Start date of contract	Date contract commences
Ministry and office, division or branch procuring the service	The name of the Ministry, and the office, division or branch as appropriate.
Legal name of the contractor	Legal name as stated in the contract
End date of contract	Date contract is scheduled to conclude
Contract value	Maximum contract value (CAD exclusive of taxes)
Detailed description of services	Title of project or a brief, 10-20 word description of the service procured.
Procurement process	Procurement process label (using CAS labelling conventions)

DIRECTLY-AWARDED CONTRACTS

**DIRECTIVE RESPECTING RECORDS AVAILABLE TO THE PUBLIC WITHOUT A REQUEST
UNDER THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT***

DIRECTIVE: 03-2016

SUBJECT: **Disclosure of Summaries of Directly-Awarded Contracts**

AUTHORITY: This directive is issued under section 71.1 of the *Freedom of Information and Protection of Privacy Act*.

APPLICATION: This directive applies to all ministries.

EFFECTIVE DATE: November 21, 2016

Minister of Finance
Directive to all Ministries
issued under section 71.1 of
the Freedom of Information and Protection of Privacy Act

Under section 71.1 (1) of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, c. 165 (FOIPPA), I, Michael de Jong, Q.C., Minister of Finance, establish the following as a category of records that is available to the public without a request under that Act:

Monthly summaries of directly-awarded contracts, excepting the following:

- **Cost sharing/transfer agreements entered into by the Ministry of Children and Family Development, including those with Foster Homes and Group Homes.**

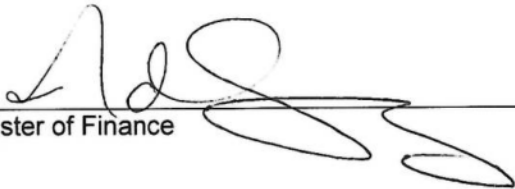
Under section 71.1 (4) and (5) of FOIPPA, the summaries must contain the following information and must be disclosed in the manner and by the timelines set out below:

- (1) Subject to (3) and (4), below, monthly summaries must include, at a minimum, the following information about each contract awarded that month:
 - a) Start date (date contracted services are set to begin);
 - b) Contract reference number;
 - c) Office, division or branch procuring the service;
 - d) Name of the contractor;
 - e) Contract value (maximum value of the contract);
 - f) Description of work;
 - g) Delivery date (end date of contract); and
 - h) Direct award criteria.
- (2) Subject to (3) and (4) below, the monthly summaries must also include information specified in (1), above, about any contract awarded in the previous month which was not captured by the previous month's summary due to a reporting delay.
- (3) The monthly summaries must exclude any information that must be excepted from disclosure if the summaries were requested under FOIPPA.
- (4) The monthly summaries may also exclude information that may be excepted from disclosure if the summaries were requested under FOIPPA.

- (5) Monthly summaries must be posted to the Open Information website not later than 60 calendar days after the end of the month to which they relate.
- (6) In order to meet the timelines specified in (5), ministries must provide the monthly summaries to Information Access Operations in the Corporate Information and Records Management Office not later than 15 calendar days after the end of the month to which they relate.

This directive amends and replaces the directive issued April 29, 2016. This directive is effective as of November 21, 2016.

Dec. 6, 2016
Date


Minister of Finance

OPEN GOVERNMENT COMMITTEE

AGENDA

WEDNESDAY, JANUARY 11, 2017

10:30AM TO 12:00PM

s.15

s.15,s.17

1. APPROVAL OF AGENDA (DAVID)
2. MINUTES OF PREVIOUS MEETING – DECEMBER 14, 2016 (DAVID)
3. MINISTRIES PROACTIVE RELEASE OPPORTUNITIES (ALL)

OPEN GOVERNMENT COMMITTEE

Minutes January 11, 2017

ATTENDEES

David Curtis	Brenda Rafter	Corrine Timmermann	Toby Louie
Nancy Bain	Trish Dohan	Jackie Biggs	

1. Approval of Agenda

Agenda approved.

2. Minutes of Previous Meeting – December 14, 2016

Minutes of previous meeting were approved.

Action item from previous minutes: On-line training has been confirmed and is being rolled out. Ministries staff are expected to complete the training by March 31, 2017 unless exceptional circumstances are identified and Assistant Deputy Minister approval for an extension is provided.

3. Ministries Proactive Release Opportunities

Roundtable discussion on possible suggestions for items that could be proactively released, including:

s.13

Request that CIRMO provide ministries with communications materials detailing the strategic context for, and government commitment to, the proactive release initiative.

4. Round Table

There was a discussion regarding the frequency of the Open Government Committee meetings (i.e. monthly, bi-monthly and length of meetings).

Action Item: Frequency of meetings to be added to the agenda for the next meeting.

OPEN GOVERNMENT COMMITTEE

AGENDA

WEDNESDAY, JULY 12, 2017

11:00AM TO 11:30PM

TELECONFERENCE

s.15,s.17

1. Contract Work and ASD over \$10M
2. s.12,s.13
3. Transition
4. OIPC Interest in s.71 Ministries' Establishment of Record Categories for Disclosure
5. Roundtable

OPEN GOVERNMENT COMMITTEE

Minutes - Teleconference July 12, 2017 11:00 am

ATTENDEES

David Curtis	Toby Louie	Shane Hoag	Nancy Bain
Wendy Van El			

1. Contract work and ASD over \$10 Million

- Directive since April 1st, 2017 relating to contract work above \$10 Million including amendments has been shared at the senior level. There have been some challenges as this could be a manual process and there are a number of ministries working on this directive.

2. s.12,s.13

3. Transition

- Toby L suggested the DM/ADMs reengage with the ministries by sending out a memo updating the ministries following the interregnum and transition.

4. OPIC Interest in s.71 Ministries' Establishment of Record Categories for Disclosure

- OPIC to reach out by exercising s.71 – categorizing records/reports for release. Establish corporate requirements for each ministry. Attendees unaware of this.
- OIPC may be contacting ministries to discuss s.71. Their interest is consistent with the Committee's approach.

5. Roundtable

- Nancy B stated the ministry is making great strides with records management and receiving great support from CIRMO. Shane H mentioned his division is also receiving strong assistance and training from CIRMO for records management.
- David C noted that IAO has had great success this year by ending 2016/17 at an 80% on-time rate compared to 74% in 2015/16. Performance has continued to increase and the current on-time rate is 90%.

Action: David to speak with Nancy in the near future regarding the records management project.

Adjourned: 11:20am