

INFORMATION NOTE

Advice to Minister Sims

DATE: May 7, 2019

CLIFF#: 111510

ISSUE: Report on the Cost of Freedom of Information Services

BACKGROUND:

Over the past several years, the volume and complexity of Freedom of Information (FOI) requests made to government ministries has increased substantially. In 2018, the Corporate Information and Records Management (CIRMO) division contracted Deloitte to conduct a review of government's FOI services to determine the overall cost of those services as well as areas for business process improvements.

The review included detailed interviews with Information Access Operations (IAO), ministers, deputy ministers, ministry program areas, legal services and the Office of the Information and Privacy Commissioner.

The results of the review [Freedom of Information Process Review Report (the Report)], concluded that the overall cost to government to process FOI requests falls into a range from \$23M to \$33M with a median cost of \$28M annually. The average cost to process a request is about \$3,000. There is a wide range of variability in requests along with the time and effort required to process, and the average cost is based on aggregated request totals. Without significant resource implications and changes to business processes, it would be difficult to estimate per request costs beyond the aggregate level.

DISCUSSION:

The Report (Appendix B) outlines recommendations for future improvements, several of which are now underway (Appendix A).

The recommendations in the Report will help build on the substantial work that has been completed in the past to improve business processes and increase capacity, including IAO process standardization, a Corporate Lean initiative in 2012, follow-up Lean projects relating to The Ministry of Public Safety and Solicitor General and the Ministry of Children and Family Development (MCFD) personal FOI requests, re-alignment of clients served by IAO's sector-based teams, establishment of a staff-led continuous improvement program at IAO, and a recent service design review facilitated in conjunction with Government Communications and Public Engagement.

In addition to the major projects above and the recommendations in the Report, IAO has recently:

- Established an FOI Coordinator's community of practice across government.
- Released FOI process guidelines for ministry staff.
- Updated FOI-related material for the IM 117 refresh.
- Re-designed the online request form to make it easier for applicants to submit requests (to be launched this spring).
- Modernized the FOI online web presence (to be launched this spring).

Many business process improvements have resulted from these projects and the major performance indicators reflect this work. Over the past several years, government has increased its capacity to handle a growing number of requests. In fiscal 2018/19, government received close to 12,000 requests – a 13 per cent increase over the prior fiscal year. In the past decade, the number of requests has doubled, and the number of general requests has increased by more than 300 per cent. These increases do not account for the approximately 1,500 number of proactive disclosures that are released every year, many of which would previously have been FOI requests.

Overall performance and compliance with legislation has also increased over the past few years, from 80 per cent on-time in 2016/17 to 90 per cent in 2017/18 and 89 per cent in 2018/19. The number of files in overdue backlog has decreased from a high of about 650 requests in 2014 to less than 350 currently.

On the staffing side, IAO has increased its complement by about 30 per cent over five years to deal with demand increases. In 2016, IAO changed its staffing model to allow for greater career growth, a one-time classification adjustment for existing employees, and turned the entry level analyst role into a developmental position. These changes resulted in a decrease in the turnover rate from about 25 per cent to 10 per cent annually.

Looking forward, the Report identifies two main areas for further improvements – technology and ministry FOI processes. CIRMO agrees that these are high-value areas that have the potential to improve the FOI process even further. Some of that work is underway and CIRMO will continue to look for opportunities to fund new initiatives and support client ministries.

SUMMARY and NEXT STEPS:

This Report has not yet been shared within or outside of government. It is recommended that it be shared with ministers and deputy ministers across government, followed by FOI Coordinators and then a proactive release to the public through the IAO website.

CIRMO will continue to work through the recommendations and findings in this Report and note progress.

Attachment(s): Appendix A – Report Recommendations
Appendix B – Freedom of Information Process Review Report

Contact: Kerry Pridmore, Assistant Deputy Minister and Chief Records Officer

Appendix A - Report Recommendations

Recommendation	Status	Comments
Identification of duplicate records	In progress	Working with Deloitte to investigate potential technology that can assist.
Process automation of manual tasks	In progress	Proof of concept with Deloitte is complete. Business case for implementation under consideration.
Identification of sensitive information	Under consideration	Further evaluation needs to be undertaken to consider whether this would be of value and technically possible.
Implementation of secure file transfer	In progress	Pilot ready to begin in May 2019.
Network performance upgrades relating to increased download/upload speed	In progress	Software upgrade is underway to help increase performance issues.
FOI request end-to-end workflow	Not started	IAO has end-to-end case management. Need to identify potential case management solutions for ministry clients.
Tools for improving process consistency within ministries	Not started	Enhanced reporting tools are under consideration. Need to identify potential case management solutions for ministry clients.
More consistent records management practices across BC Government ministries	In progress	There is ongoing work in this area including the documenting government decisions requirements and additional training such as IM 117.
Fixed fees for requests less than 20 hours effort	Under consideration	Working with IM/IT Policy to consider legislative and regulatory implications.
Reduce points of shipment for MCFD personal physical records	In progress	Working with MCFD to consider process changes.

MEETING NOTE

Advice to Minister Sims

MEETING DATE: May 30, 2018

CLIFF#: 111612

ATTENDEES:

Jill Kot, Deputy Minister, Citizens' Services
CJ Ritchie, Associate Deputy Minister, Citizens' Services
Ian Donaldson, Assistant Deputy Minister, Citizens' Services
Hana Doubrava, Corporate Affairs Director, Microsoft
Other Microsoft officials TBD

ISSUE: Meeting with Microsoft officials

BACKGROUND:

- British Columbia has in place a number of agreements with Microsoft, including a Microsoft Business and Services Agreement that allows ministries and the broad public sector (around 80 organizations) to benefit from consistency of contract terms with Microsoft.
- Similarly, the Province also has active agreements for various Microsoft products, including the Microsoft Office productivity software for word processing, data handling, presentations, and email.
- Microsoft has a new generation of products and tools that address current and future needs of government and the overall public sector. Most of these products are cloud-based and therefore not currently available to public bodies in British Columbia. It is expected that the company may speak about these new cloud-based products, their benefits, and current adoption limitations.

DISCUSSION:

In its Digital Framework, based on the input provided by clients within government and across the broader public service (school districts, health authorities, crowns and agencies), CITZ has identified cloud as a key enabler of improved digital services and enhanced information security.

Various ministries and many public bodies, including universities, school districts, health authorities and municipalities, are already adopting cloud solutions or exploring next steps to do so. CITZ is leading a corporate approach to cloud for British Columbia; such an approach would support consistent adoption across government.

Key benefits of cloud services to government and public bodies are:

- **Improved data security and privacy protection** – Cloud service providers have security features and certifications that government cannot deliver or afford.
- **Better service delivery and improved ability to address client needs** – Use of cloud enables business areas to rapidly build digital services and get these services to citizens and businesses quickly.

PROPOSED RESPONSE:

- Citizens' Services values its partnerships with Microsoft and the current services and products that the company provides to government and the broad public sector.
- We appreciate the opportunity to discuss the benefits that innovative technology services such as cloud could mean for government and for British Columbians.
- We understand the significant potential that cloud has in allowing us to provide better services to British Columbians.
- We see cloud as an important enabler of our digital transformation and, as such, will continue to explore the options that would allow us to expand cloud adoption in British Columbia.
- CITZ is leading the development and implementation of a corporate approach for cloud and will continue to work with Microsoft where it is appropriate.
- Our commitment to protect private information and enhance data security will always be paramount and we look forward to understanding better how we we can partner with Microsoft to achieve these goals.

Contact: Hayden Lansdell, 250-415-0118

INFORMATION NOTE

Advice to Minister Sims

DATE: May 15, 2019

CLIFF#: 111615

ISSUE: Public Transparency about the Data Innovation Program

BACKGROUND:

As the Data Innovation Program developed, the Ministry of Citizens' Services and its partners committed to the principle of transparency (this principle underpinned the ministry's extensive change management work with internal stakeholders). In 2018, the Office of the Information and Privacy Commissioner (OIPC) offered its support for the program, on the condition that the ministry commit to sharing information publicly about the program. The ministry agreed, recognizing that transparency is the foundation of public trust and key to receiving public support, or social license, for the use of integrated data and analytics in government.

DISCUSSION:

Now that the Data Innovation Program pilot is successfully up and running with six initial projects underway, the ministry is planning to begin the next phase of communications, starting with a soft launch of the Data Innovation Program's webpage in June (see Appendix A for the mock-up).

Content includes a description of the program, an overview of B.C.'s approach to privacy and security, and a summary of the research projects currently underway in the Data Innovation Program. There will also be an FAQ and contact information. This content has been reviewed and approved by Government Communications and Public Engagement. On May 13, the web content was also reviewed – and well received – by the OIPC.

The Minister's Office has been provided with key messages and Q&A about the program. Third-party validators are available as needed: Kim McGrail, Scientific Director at Population Data BC (a key partner in the program), and David Green, a professor at the Vancouver School of Economics (working on one of the program's initial projects, the Basic Income Study).

NEXT STEPS:

Program staff, in partnership with GCPE, will provide external reactive communications materials, including key messages and a Q&A document for the Minister.

As part of this next phase of communications, at the end of May to early June, the ministry will also reach out to interest groups and invite them to attend a technical briefing on the Data Innovation Program, which the OIPC has offered to host and facilitate. Groups include:

- The B.C. Civil Liberties Association
- The Freedom of Information and Privacy Association
- The Research Universities' Council of British Columbia
- The International Association of Privacy Professionals

Looking further ahead, the ministry plans to launch a sustained dialogue with the public in the fall. This would be a broad engagement on topics related to our rapidly changing data-driven, technology-based society. This may include topics canvassed from internal stakeholders such as data literacy, data science, indigenous data governance, data privacy and security, open data, emerging technologies, and artificial intelligence. A further briefing on this will be scheduled for later in Spring 2019.


Attachment(s):

- Appendix A: Data Innovation Program web content

Contact: Hayden Lansdell, Chief Data Officer, Digital Platforms and Data Division,
250-415-0113

Appendix A: Data Innovation Program web content

This web content is currently planned to go live in the first week of June. The web address will be: www.gov.bc.ca/data/data-innovation-program

 **BRITISH COLUMBIA**

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Data Innovation Program

The Data Innovation Program is a pilot program that allows data to be linked across ministries and agencies in a timely, secure and consistent way. Linking, or integrating, data gives government a larger view of complex issues facing British Columbians, unlocking the potential for new insights that lead to better programs and services for British Columbians.

Through the Data Innovation Program, existing datasets from various ministries or agencies are linked and de-identified in a secure platform (known as a secure research environment) to support specific population-level research projects. These projects aim to better understand trends and complex issues in B.C.

As it developed as a pilot, the Data Innovation Program has been supported by Population Data BC, an internationally-recognized academic organization that has facilitated population-based research for over 20 years.

Better insights, better government

Government's programs and services span all aspects of life in B.C., such as education, health care, public safety, social services, the economy and the environment. By safely integrating and de-identifying data from these programs and services, government can gain new insights about population-level trends and complex issues, leading to better programs, policies and services for British Columbians.

Linked data does not identify individuals

Data available through the Data Innovation Program is always de-identified to protect privacy. This means identifiers such as names, driver's licence numbers and personal health numbers are removed before the data can be used for research.

Data is kept safe and secure

Data is stored on a central server in a secure facility. It is only accessible through a secure platform (known as a secure research environment), and it is only available for approved government projects that meet strict conditions to protect individual privacy.

B.C.'s approach to protecting privacy is guided by provincial legislation (the Statistics Act and the Freedom of Information and Privacy Protection Act), an overarching Privacy Impact Assessment, and a privacy and security framework based on the Five Safes model.

Related Links

- Population Data BC

Contact Information

Send your questions about the Data Innovation Program to:

data@gov.bc.ca

Privacy and Security

Learn about the [Five Safes](#), the Data Innovation Program's privacy and security framework for managing safe access to confidential or sensitive data.

<h4>Privacy, Security and the Five Safes</h4> <p>The Data Innovation Program is based on world-leading best practices for managing safe access to confidential or sensitive data.</p>	<h4>About the Projects</h4> <p>There are currently six government-led pilot projects underway within the Data Innovation Program. These projects were approved after careful review to ensure they meet the strict conditions set out in the Five Safes model. These projects use de-identified, population-level data.</p>
<h4>About the Data</h4> <p>With care and control, population-level data from government programs and services can be used to understand trends on complex topics and issues impacting British Columbians.</p>	

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Privacy, Security and the Five Safes

The Data Innovation Program is based on world-leading best practices for managing safe access to confidential or sensitive data.

Even though the Data Innovation Program only uses *de-identified* data (data stripped of any information that could potentially identify individuals), it still treats the data as if it were confidential or sensitive.

B.C.'s approach is guided by

- » legislation (the Statistics Act and the Freedom of Information and Privacy Protection Act),
- » an overarching [Privacy Impact Assessment](#), and
- » a privacy and security framework based on the internationally-recognized **Five Safes model**.

The Five Safes model outlines how to protect data and reduce the risk of sensitive data being accessed or used inappropriately. This model covers five key areas:

The Five Safes Model



1. SAFE PEOPLE: Only authorized individuals can access the data

Only authorized people can access the data. Authorized people are approved, trained government analysts and government-contracted researchers who:

- » Take an oath of secrecy under the *Statistics Act*,
- » Take privacy training and must pass an exam, and
- » Sign user agreements stipulating terms and conditions of data access and use.

2. SAFE PROJECTS: Data projects must be in the public interest

Only approved projects can access the data. B.C. will ensure that data projects have public benefit and pose no harm to individuals or communities. Access will be granted only for projects that:

- » Have a clear public benefit,
- » Have a valid statistical purpose, and
- » Demonstrate sound study design and methodology.

3. SAFE DATA: Data is de-identified

Within the Data Innovation Program, only de-identified data is available. De-identified data is a powerful resource for research projects: it can lead to analytical insights while maintaining individual privacy and confidentiality. This means:

- » Personal identifiers such as names, driver's licence numbers and personal health numbers are removed. All data is protected as though it were highly sensitive and confidential, and
- » Analysts never see data that identifies anyone personally or can be used to target individuals.

4. SAFE SETTINGS: Using the right technology to integrate data safely

Data can only be accessed in a secure setting under government's care and control. The Data Innovation Program uses a secure research environment located in B.C. that:

- » Has physical, policy and technological controls to safeguard information,
- » Has regular third-party privacy and security audits, and
- » Is managed in partnership by Population Data BC, an academic organization with a 20-year track record of secure data handling, linkage and storage.

5. SAFE OUTPUTS: Additional protection of privacy in research outputs

The Data Innovation Program takes measures to ensure a project's results are anonymous. The program:

- » Sets clear obligations under the terms and conditions of access, and
- » Ensures project results are anonymous as a final step, including review by statisticians.

Related Links

- » [Population Data BC](#)

Contact Information

Send your questions about the Data Innovation Program to:

data@gov.bc.ca

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About the Projects

There are a number of government-led pilot projects underway within the Data Innovation Program. These projects were approved after careful review to ensure they meet the strict conditions set out in the Five Safes model. These projects use de-identified, population-level data.

1. Insights for Enhancing Policy and Services for Children and Youth Who Experience Mental Health Problems

ORGANIZATION: BC Ministry of Citizens' Services

DESCRIPTION: The Ministry of Citizens' Service and the Ministry of Mental Health and Addictions are undertaking a cross-government partnership to use integrated data to understand population-level patterns in how children and youth who experience mental health challenges access services across government, and how those services affect them into adulthood.

LEAD: Dan MacKenzie, Director of Data Insights, Integrated Data Division

DATA: Linked Administrative Datasets from:

- Ministry of Health (General Practitioners and Specialists, Hospitals, Emergency Rooms, and Prescriptions)
- Ministry of Education (K-12 Education)
- Ministry of Public Safety & Solicitor General (Adult Corrections)
- Ministry of Social Development and Poverty Reduction (Employment and Income Assistance)

2. K-12 Education and Adult Corrections in BC

ORGANIZATION: B.C. Ministry of Education

DESCRIPTION: The Ministry of Education and the Ministry of Public Safety & Solicitor General are undertaking an integrated data project that will retrospectively analyze student-level education and adult corrections data to determine whether there are any relationships and patterns between students' demographics, educational experiences and later life outcomes. Through this work, the project team intends to identify populations of students at risk of difficult life outcomes. In this case, difficult life outcomes will be measured through involvement with the criminal justice system, and opportunities within the BC's K-12 education system to better support its students.

LEAD: Junko Fukui Innes, Lead, Data Development and Analysis, Education Analytics Branch

DATA: Linked administrative datasets from:

- Ministry of Education (K-12 Education)
- Ministry of Public Safety & Solicitor General (Adult Corrections)

3. Identification of Students with Special Needs by Schools and Healthcare Data

ORGANIZATION: B.C. Ministry of Education

DESCRIPTION: The Ministry of Education is undertaking an integrated data project to investigate the relationship between a school districts' special needs diagnosis and students' administrative health records. Insights from this study will benefit the public by informing whether predictive insight into the incidence of new students coming into the education system with special needs is available through using administrative data from the health system.

LEAD: Junko Fukui Innes, Lead, Data Development and Analysis, Education Analytics Branch, Ministry of Education

DATA: Linked administrative datasets from:

- Ministry of Health (General Practitioners and Specialists, Hospitals, and Prescriptions)
- Ministry of Education (K-12 Education)

4. Health Trajectories

ORGANIZATION: B.C. Ministry of Health

DESCRIPTION: The Ministry of Health is undertaking an integrated data project that examines the relationship between citizens' characteristics at birth and educational attainment. The findings of this work will help inform decisions on health intervention policies to better support at risk children and youth.

LEAD: William Warburton, contractor, Ministry of Health

DATA: Linked administrative datasets from:

- Ministry of Health (General Practitioners and Specialists, Hospitals, Emergency Rooms, and Prescriptions)
- Ministry of Education (K-12 Education)

Related Links

- [Population Data BC](#)

Contact Information

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Privacy and Security

Learn about the [Five Safes](#), the Data Innovation Program's privacy and security framework for managing safe access to confidential or sensitive data.

5. MCFD In Care Network for Children and Youth in Care

ORGANIZATION: B.C. Ministry of Children and Family Development

DESCRIPTION: The Ministry of Children and Family Development is undertaking an integrated data project to better understand the needs of children and youth under the guardianship of the Ministry, now and in the future. Descriptive statistics derived from the Ministry of Children and Family Development, Ministry of Health and Ministry of Education data will be used to provide insight on children and youth's needs. This insight will subsequently be used to better support populations of children and youth while they are in care through better informed service delivery and improved access to appropriate services, where and when they are needed.

LEAD: Scott MacIsaac, A/Manager, Economic Analysis and Research, Ministry of Children and Family Development

DATA: Linked administrative datasets from:

- Ministry of Health (General Practitioners and Specialists, Hospitals, Emergency Rooms, and Prescriptions)
- Ministry of Education (K-12 Education)
- Ministry of Children and Family Development (Children and Youth in Care)

6. Basic Income Study

ORGANIZATION: Ministry of Social Development and Poverty Reduction

DESCRIPTION: The Ministry of Social Development and Poverty Reduction is undertaking an integrated data project to characterize the income, health and other outcomes for groups in or near poverty. The data will also be used to examine the effectiveness of previous policies in BC that share elements of a basic income.

LEAD: Robert Bruce, Executive Director, Research Branch, Ministry of Social Development and Poverty Reduction

DATA: Linked administrative from:

- Ministry of Advanced Education and Skills Training (Labour Market Programming)
- Ministry of Children and Family Development (Children and Youth in Care)
- Ministry of Education (K-12 Education)
- Ministry of Health (General Practitioners and Specialists, Hospitals, Emergency Rooms, and Prescriptions)
- Ministry of Public Safety & Solicitor General (Adult Corrections)
- Ministry of Social Development and Poverty Reduction (Employment and Income Assistance)

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About the Data

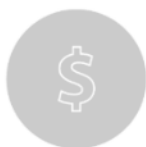
With care and control, population-level data from government programs and services can be used to understand trends on complex topics and issues impacting British Columbians.

Government's programs and services span all aspects of life in B.C., such as education, health care, public safety, social services, the economy and the environment. By safely integrating and de-identifying data from these programs and services, government can gain new insights about population-level trends and complex issues, leading to better programs, policies and services for British Columbians.

Data available through the Data Innovation Program is always de-identified to protect privacy. This means identifiers such as names, driver's licence numbers and personal health numbers are removed before the data can be used for research.

The data is only used for research projects in the public interest.

Data in the Data Innovation Program



INCOME AND
WORK DATA



HEALTH DATA



JUSTICE DATA



EDUCATION DATA



CHILDREN AND
FAMILIES DATA



SOCIAL DEVELOPMENT
DATA

Related Links

» [Population Data BC](#)

Contact Information

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Privacy and Security

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Income and Work data: Participation records for labour market programs across the province including the courses offered, who took them, when and demographic information.

Children and Family data: Data sets from programs, services and funding offered to families, children with special needs and children in care.

Education data: Records of K-12 and adult education data including enrolments, assessments, examinations, credentials and the Student Learning Survey.

Health data: Various data sets pertaining to MSP, PharmaCare, PharmaNet, Vital Statistics, Mental Health Services, hospital discharge and ambulatory care.

Justice data: Data pertaining to involvement with adult corrections (community and custody).

Social Services data: Data sets from programs, services and funding offered to individuals through income assistance programs.

DECISION NOTE

Advice to Minister Sims

DATE: March 14, 2019

CLIFF#: 111290

ISSUE: Naming Opportunity

BACKGROUND:

- A potential naming opportunity (Appendix 1) has been submitted by the Vancouver Island University under the Naming Privileges Policy that falls within the decision-making authority of the Minister of Citizens' Services.
- An online search of the donors (Appendix 2) was conducted by Intellectual Property Program staff and no potential issues were found.

DISCUSSION:

"Windsor Plywood Trades Discovery Centre"

- A request to name the Trades Discovery Centre at Vancouver Island University in Nanaimo.
s.21; s.22
- The donors s.21; s.22 the Windsor Plywood Foundation.
- The asset is being named in honor of Windsor Plywood, the 60-location business s.21; s.22 s.21; s.22
-
-

RECOMMENDATION / NEXT STEPS:

- Approve the naming opportunity.

DECISION and SIGNATURE

Honourable Jinny Jogindera Sims
Minister of Citizens' Services

DATE SIGNED

Attachment(s): Appendix 1 – Windsor Plywood Trades Discovery Centre Naming Request Form
Appendix 2 – Summary and Scan Results – Windsor Plywood Trades Discovery Centre

Contact: Bobbi Sadler, ADM – Procurement and Supply 250 896-2182



NAMING OPPORTUNITY REQUEST FORM

This form is to be used by government bodies to submit proposals pursuant to the Naming Privileges Policy

PART 1 - NAMING REQUEST

1. Proposed name of asset (plus former name of asset, if any):

- **Windsor Plywood Trades Discovery Centre**

2. If a logo will be used on the plaque/signage, please provide a sample:

- The image below represents a proposed sign to be built in front of the new building. The logo below will be modified to suite the style of the sign.



3. Has there been any public announcement of the naming opportunity prior to the submission of this request form (i.e. signage installed; opening or sod-turning event; annual report; news release; posting on a website; or on social media; etc.)?

- No public announcement has been made.

4. Term of the naming opportunity (how long will the naming opportunity apply to the asset):

- For the useful life of the building.

<p>5. Description of the public asset to be named (including physical location, and whether the proposal applies to an entire asset such as a building or to only a portion of the asset, such as a room, wing, etc.):</p> <ul style="list-style-type: none"> The Trades Discovery Centre is located on the main campus of Vancouver Island University located at 900 Fifth St., Nanaimo, BC. It is building #108 located on the East side of campus facing Wakesiah Avenue. It is connected to building #110, which houses the Marine and Motorcycle shop and the Heavy Duty Mechanical shops. This proposal only applies to building #108.
<p>6. Description of your internal approval process(es) for the naming opportunity:</p> <ul style="list-style-type: none"> Step 1: The gift agreement and naming agreement is negotiated, developed, and agreed to by an Advancement Manager and / or Associate Vice President, University Relations Step 2: The name is approved by the President and Vice-Chancellor Step 3: The name is approved by the Board of Governors
<p>7. a) Dollar value of the donation to be associated with the naming opportunity:</p> <p>s.21; s.22</p> <p>b) Has the donation been received?</p> <ul style="list-style-type: none"> Yes, in full. <p>c) Date and amount paid for each received payment:</p> <p>s.21; s.22</p> <p>d) Anticipated date and amount to be paid for each future payment:</p> <ul style="list-style-type: none"> Gift has been received in full. <p>e) If the donation was not received in cash (i.e. in-kind contribution, shares, etc.) please provide a description of the donation and information to describe how it was valued.</p> <ul style="list-style-type: none"> Not applicable.
<p>PART 2 - BENEFACTOR INFORMATION</p>
<p>1. Benefactor profile: (name, philanthropic and business history, community activities, public offices held, etc.):</p>

The Windsor Plywood Foundation^{s.21; s.22}
s.21; s.22

s.21; s.22

2. If the asset is to be named in honour of individual(s) other than the benefactor listed above, please provide any relevant information pertaining to that person:

Windsor Plywood

Founded in 1969, Windsor Plywood is celebrating its 50th anniversary this year. Windsor Plywood is a privately owned Canadian company specializing in hard to source interior and exterior home finishing products including flooring, doors, mouldings and particularly wood products. Originally started with a franchise store in Surrey, the first corporate location opened in North Vancouver in 1969 and then the company quickly found a home on Vancouver Island with a store in Parksville in the early 1970s. Windsor Plywood now has approximately 63 locations across Western and Central Canada (10 on Vancouver Island) and the Northwestern United States. The company carries high quality, responsibly sourced products and is committed to providing personalized, one-on-one services to all of their customers – whether they be homeowners, do-it-yourselfers, renovators, builders, designers, craftsmen (or women) and contractors – whose business has enabled them to give back to the community.

3. If the financial contribution is provided by a commercial benefactor, please provide details of the process used to select the benefactor:

- Not applicable

PART 3 - OTHER

1. Is there a public announcement or event planned? If yes, please include the date/time and any available particulars.

- Once naming permission is granted, the plan will be to hold a small celebration event to acknowledge the gift and celebrate the unveiling of the naming sign. It would include a press release, social media announcement and potentially a print ad in the local newspaper. Ideally, the event can be held in mid-March.

2. Any additional information that the Naming Committee should be aware of:

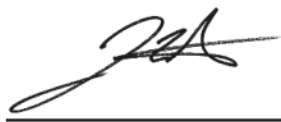
No

3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address):

Jason Coates
Advancement Manager
Advancement and Alumni Relations
Vancouver Island University
T: (250) 740-6258
C: (250) 618-5156
jason.coates@viu.ca

Please attach the formal letter of commitment or contractual arrangement with the benefactor.

SIGNATURE OF REQUESTOR



Jason Coates, Advancement Manager

January 24, 2019

Name & Title

Date

Intellectual Property Program
Ministry of Citizens' Services
Attn: Pamela Ness
563 Superior Street, 3rd Floor
PO BOX 9452 STN PROV GOVT
Victoria, British Columbia V8W 9V7
Email: Pamela.Ness@gov.bc.ca
Tel: 250 216-5903
www.gov.bc.ca/NamingPrivileges

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Withheld pursuant to/removed as

Copyright

Summary and Media Scan Results – Windsor Plywood Trades Discovery Centre

Donor – The Windsor Plywood Foundation s.21; s.22

- **The asset is being named in honour of Windsor Building Supplies, Ltd, known as Windsor Plywood.**

s.21; s.22

Asset

- Trades Discovery Centre on Vancouver Island University's main campus in Nanaimo.
- The naming opportunity will be for the useful life of the building.

Donation

s.21; s.22

Media Search re: “Windsor Plywood Trades Discovery Centre”

<i>Company / Individual</i>	<i>Press Details</i>	s.22
Windsor Plywood Foundation	No bad press detected.	
s.22	No bad press detected.	
	No bad press detected.	
Windsor Building Supplies Ltd. (known as Windsor Plywood)	No bad press detected.	
s.22	No bad press detected.	

DECISION NOTE

Advice to Minister Sims

DATE: March 29, 2019

CLIFF#: 111410

ISSUE: Naming Opportunity

BACKGROUND:

- A potential naming opportunity (Appendix 1) has been submitted by the Provincial Health Services Authority under the Naming Privileges Policy that falls within the decision-making authority of the Minister of Citizens' Services.
- An online search of the donors (Appendix 2) was conducted by Intellectual Property Program staff and no potential issues were found.

DISCUSSION:

"Donald and Julia Leung Family Foyer"

- A request to name the 2nd floor reception foyer located in the clinic area of the BC Cancer Vancouver Centre in Vancouver.
- In recognition of a total donation of \$1.5 million.
- The donors are Donald and Julia Leung.
- Donald and Julia Leung moved to Canada in the 1970s; Donald worked at factory jobs and took evening classes to further his education^{s.21; s.22}
- Donald is the owner of Donald's Fine Foods, a hog processing and meat wholesale company based in Richmond that exports meats to more than 25 countries and employs over 800 people across Canada.

s.21; s.22

RECOMMENDATION / NEXT STEPS:

- Approve the naming opportunity.

DECISION and SIGNATURE

Honourable Jinny Jogindera Sims
Minister of Citizens' Services

DATE SIGNED

Attachment(s): Appendix 1 – Donald and Julia Leung Family Foyer Naming Request Form
Appendix 2 – Summary and Scan Results - Donald and Julia Leung Family Foyer

Contact: Bobbi Sadler, ADM – Procurement and Supply 250 896-2182



NAMING OPPORTUNITY REQUEST FORM

This form is to be used by government bodies to submit proposals pursuant to the Naming Privileges Policy

PART 1 - NAMING REQUEST

1. Proposed name of asset (plus former name of asset, if any):

Donald and Julia Leung Family Foyer

2. If a logo will be used on the plaque/signage, please provide a sample:

n/a

3. Has there been any public announcement of the naming opportunity prior to the submission of this request form (i.e. signage installed; opening or sod-turning event; annual report; news release; posting on a website; or on social media; etc.)?

no

4. Term of the naming opportunity (how long will the naming opportunity apply to the asset):

For the life of the building

5. Description of the public asset to be named (including physical location, and whether the proposal applies to an entire asset such as a building or to only a portion of the asset, such as a room, wing, etc.):

**BC Cancer Vancouver – 2nd floor reception foyer
600 W 10th Ave, Vancouver, BC V5Z 4E6**

**The 2nd floor is one of the most utilized areas in the BC Cancer – Vancouver Centre; a high traffic space visited by patients and their families. It marks the main entryway into the clinic area.*

6. Description of your internal approval process(es) for the naming opportunity:

This naming approved went through BC Cancer's internal approval process described in the "policy and procedures" document, with approvals from BC Cancer Foundation CEO and President, BC Cancer President, and BC Cancer Foundation board of directors.

Approvals are attached.

7. a) Dollar value of the donation to be associated with the naming opportunity:

\$1.5 Million

b) Has the donation been received?

s.21

c) Date and amount paid for each received payment:

s.21; s.22

d) Anticipated date and amount to be paid for each future payment:

s.21; s.22

e) If the donation was not received in cash (i.e. in-kind contribution, shares, etc.) please provide a description of the donation and information to describe how it was valued.

PART 2 - BENEFACTOR INFORMATION

1. Benefactor profile: (name, philanthropic and business history, community activities, public offices held, etc.):

Donald and Julia Leung moved to Canada in the 1970s in pursuit of the Canadian dream. Working odd labourer jobs throughout the 1970s, Donald was a motivated young man willing to endure whatever it took to provide for his family in their newfound land of opportunity. Donald and Julia

s.21; s.22

Donald spent his days working gruelling jobs in factories and his evenings taking classes to further his education.

Twenty-five years later, Donald is the owner of Donald's Fine Foods, a hog processing and meat wholesale company based in Richmond that exports quality meats to more than 25 countries, and employs over 800 people across Canada.

s.21; s.22

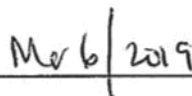
2. If the asset is to be named in honour of individual(s) other than the benefactor listed above, please

process used to select the benefactor: n/a
PART 3 - OTHER
1. Is there a public announcement or event planned? If yes, please include the date/time and any available particulars. May 2019
2. Any additional information that the Naming Committee should be aware of:
3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address): BC Cancer Foundation – Sarah Roth, CEO & President (Laura Florio, 604.707.5918) Suite 600-686 West Broadway, Vancouver, BC V5Z 1G1 BC Cancer – Malcolm Moore, President (Cecilia Martinez, 604.877.6118) 600 West 10th Avenue, Vancouver, BC V5Z 4E6
Please attach the formal letter of commitment or contractual arrangement with the benefactor.

SIGNATURE OF REQUESTOR



Malcolm Moore
President
 BC Cancer, part of PHSA



Date

Intellectual Property Program
 Ministry of Citizens' Services
 Attn: Pamela Ness
 563 Superior Street, 3rd Floor
 PO BOX 9452 STN PROV GOVT
 Victoria, British Columbia V8W 9V7
 Email: Pamela.Ness@gov.bc.ca
 Tel: 250 216-5903
www.gov.bc.ca/NamingPrivileges

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Withheld pursuant to/removed as

s.21 ; s.22

Kwok, Jocelyn

From: Landell, Leslie
Sent: Friday, February 08, 2019 4:02 PM
To: Hassam, Fatima; Kwok, Jocelyn
Subject: BCCF Consent Resolution Naming request
Attachments: BCCF Consent Resolution only NAMING 19 01 31.pdf

To whom it may concern,

I confirm I am receipt of signatures from all independent Directors of the Foundation and the motion has now passed to approve the naming of a room at BC Cancer Vancouver the "Donald and Julia Leung Family Foyer".

WHEREAS, BC Cancer Foundation (the "Foundation") is a Canadian registered charity;

AND WHEREAS, the Foundation's purposes include, but are not limited to, receiving funds and other property, and to hold, invest, administer and distribute or apply funds and other property for charitable purposes primarily to the British Columbia Cancer Agency Branch or its legal successor, or to any "qualified donees" as defined by the Income Tax Act, (Canada), as determined by the Society's board of directors from time to time;

AND WHEREAS, the Foundation has received a donation in the amount of \$1.5 million, to support Lung Cancer Research and Chemoprevention Program under Dr. Stephen Lam at BC Cancer. These funds can also be used to support any equipment needs and research activities within the program;

AND WHEREAS, the Foundation, in compliance with the Provincial government's revised Naming Privileges Policy which guides naming a public asset in recognition of a financial or in-kind contribution from an individual, business, organization or other benefactor, is applying to have a named room at BC Cancer Vancouver.

The Naming Opportunities Request Form for this initiative requires BC Cancer Executive approval as well as BC Cancer Foundation Board approval. As attached in **Appendix B**

Donor Name(s) Donald and Julia Leung s.21; s.22

Gift Details \$1.5 million, to support Lung Cancer Research and Chemoprevention Program under Dr. Stephen Lam at BC Cancer. These funds can also be used to support any equipment needs and research activities within the program.

Proposed Room Name Donald and Julia Leung Family Foyer

Proposed Room Location BC Cancer Vancouver – 2nd floor reception foyer

Proposed Naming Term For the life of the building

NOW THEREFORE BE IT RESOLVED

THAT BC Cancer Foundation approves the Naming Application Request to name a room at BC Cancer Vancouver the "Donald and Julia Leung Family Foyer" as presented.

Leslie Landell

Director Corporate Governance

BC CANCER FOUNDATION

D: 604-877-6041

C: 778-887-4185

TF: 1-888-906-2873

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Summary and Media Scan – Donald and Julia Leung Family Foyer

Summary:

Donors – Donald and Julia Leung

- Donald and Julia Leung moved to Canada in the 1970s.
- Donald worked in factory jobs during the day and took evening classes to further his education.

s.21; s.22

- Donald is the owner of Donald's Fine Foods, a hog processing and meat wholesale company based in Richmond that exports meats to more than 25 countries and employs over 800 people across Canada.

s.21; s.22

Asset

- The 2nd floor reception foyer located in the clinic area of the BC Cancer Vancouver Centre in Vancouver.
- The naming opportunity will be active for the life of the building.

Donation

- In recognition of a total financial contribution of \$1,500,000.

s.21; s.22

Media Scan - "Donald and Julia Leung Family Foyer"		
<i>Company/ Individual</i>	<i>Bad Press Details</i>	<i>Leung</i>
Donald and Julia Leung	No bad press detected.	
Donald's Fine Foods <i>(formerly Donald's Meat Distribution, was renamed Donald's Fine Foods in 2005)</i>	s.22	Company founded by Donald Leung in 1993. Donald is current Chairman of the company.
Britco Pork <i>(acquired by Donald's Fine Foods in</i>		Donald Leung is the current Chairman of Britco Pork through its

Office of the Deputy Minister
Ministry of Citizens' Services

Mailing Address:
Box 9440 Stn Prov Govt
Victoria BC V8W 9V3

Telephone: 250 387-8852
Facsimile: 250 387-8561
Email: MTICDeputyMinister@gov.bc.ca

<p>1997, located in Langley, BC)</p>	<p>s.22</p>	<p>ownership by Donald's Fine Foods</p> <p>s.22</p>
<p>Thunder Creek Pork (acquired by Donald's Fine Foods in 2010, located in Moose Jaw, SK)</p>	<p>No bad press detected.</p>	<p>Donald Leung is the current Chairman of Thunder Creek Pork through its ownership by Donald's Fine Foods</p>
<p>Five Corners Meat Company (established by Donald's Fine Foods in 2017)</p>	<p>No bad press detected.</p>	<p>Donald Leung is the current Chairman of Five Corners Meat Company through its ownership by Donald's Fine Foods</p>

DECISION NOTE

Advice to Minister Sims

DATE: March 29, 2019

CLIFF#: 111411

ISSUE: Naming Opportunity

BACKGROUND:

- A potential naming opportunity (Appendix 1) has been submitted by the Vancouver Coastal Health Authority under the Naming Privileges Policy that falls within the decision-making authority of the Minister of Citizens' Services.
- An online search of the donors (Appendix 2) was conducted by Intellectual Property Program staff and no potential issues were found.

DISCUSSION:

"Donald and Julia Leung Gathering Space"

s.21; s.22

- The donors are Donald and Julia Leung.
- Donald and Julia Leung moved from Hong Kong to Canada in the 1970s where Donald worked at factory jobs and took evening classes to further his education.
- Donald is the founder and owner of Donald's Fine Foods, a hog processing and meat wholesale company based in Richmond that exports meats to more than 25 countries and employs over 800 people across Canada.

s.21; s.22

RECOMMENDATION / NEXT STEPS:

- Approve the naming opportunity.

DECISION and SIGNATURE
Honourable Jinny Jogindera Sims
Minister of Citizens' Services

DATE SIGNED

Attachment(s): Appendix 1 – Donald and Julia Leung Gathering Space Naming Request Form
 Appendix 2 – Summary and Scan Results - Donald and Julia Leung Gathering Space

Contact: Bobbi Sadler, ADM – Procurement and Supply 250 896-2182



NAMING OPPORTUNITY REQUEST FORM

This form is to be used by government bodies to submit proposals pursuant to the Naming Privileges Policy

PART 1 - NAMING REQUEST

1. Proposed name of asset (plus former name of asset, if any):

Donald and Julia Leung Gathering Space

2. If a logo will be used on the plaque/signage, please provide a sample:

Not applicable.

3. Has there been any public announcement of the naming opportunity prior to the submission of this request form (i.e. signage installed; opening or sod-turning event; annual report; news release; posting on a website; or on social media; etc.)?

No

4. Term of the naming opportunity (how long will the naming opportunity apply to the asset):

25 years

Per VGH & UBC Hospital Foundation naming policy, the term of the naming opportunity will be for the "full life of facility". "Full life of facility" is a minimum of twenty-five years. If redevelopment or other material change occurs within the twenty-five year period, an alternate naming or naming of the redeveloped building shall occur in recognition of this gift, and in this name, for the balance of the minimum twenty-five year naming period.

5. Description of the public asset to be named (including physical location, and whether the proposal applies to an entire asset such as a building or to only a portion of the asset, such as a room, wing, etc.):

s.21; s.22

6. Description of your internal approval process(es) for the naming opportunity:

The following internal stakeholders are involved in the approval process for VGH & UBC Hospital Foundation:

-Recommender: Associate Director, Donor Relations
-Consultant(s): Senior Vice-President, Philanthropy; Most senior accountable administrative and/or medical leader where appropriate (to be determined by the Senior Vice-President, Philanthropy)
-Approver: President & CEO

7. a) Dollar value of the donation to be associated with the naming opportunity:

s.21; s.22

b) Has the donation been received?

s.21

c) Date and amount paid for each received payment:

s.21; s.22

d) Anticipated date and amount to be paid for each future payment:

s.21; s.22

e) If the donation was not received in cash (i.e. in-kind contribution, shares, etc.) please provide a description of the donation and information to describe how it was valued.

Not applicable

PART 2 - BENEFACTOR INFORMATION

1. Benefactor profile: (name, philanthropic and business history, community activities, public offices)

held, etc.):

Donald and Julia Leung both came from Hong Kong as new Canadians in the 1970s. In their early days in Vancouver, Donald had to work gruelling labourer jobs during the day and attend night school to equip himself for a better future. s.21; s.22

s.21; s.22

Donald Leung is the Founder and Chairman of Donald's Fine Foods s.21; s.22

s.21; s.22

s.21; s.22 In addition to distributing pork nationally, they also export to more than 25 countries around the world. They employ over 800 full time staff s.21; s.22

s.21; s.22

PHILANTHROPIC HISTORY

s.21; s.22

2. If the asset is to be named in honour of individual(s) other than the benefactor listed above, please provide any relevant information pertaining to that person:

Not applicable

3. If the financial contribution is provided by a commercial benefactor, please provide details of the process used to select the benefactor:

Not applicable

PART 3 - OTHER

1. Is there a public announcement or event planned? If yes, please include the date/time and any available particulars.

No.

2. Any additional information that the Naming Committee should be aware of:

This naming opportunity has been endorsed by both the Board of VGH & UBC Hospital Foundation and Vancouver Coastal Health Authority Board.

3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address):

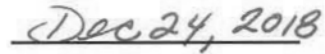
VGH & UBC Hospital Foundation
Contact: Adrienne Moak
Associate Director, Donor Relations
190 – 855 West 12 Avenue
Vancouver, BC V5Z 1M9
Tel: 604-875-4676 ext. 69679
Email: adrienne.moak@vghfoundation.ca
www.vghfoundation.ca

Please attach the formal letter of commitment or contractual arrangement with the benefactor.

SIGNATURE OF REQUESTOR



Vivian Eliopoulos, COO, Vancouver Acute, VCH



Date

Intellectual Property Program
Ministry of Citizens' Services
Attn: Pamela Ness
563 Superior Street, 3rd Floor
PO BOX 9452 STN PROV GOVT
Victoria, British Columbia V8W 9V7
Email: Pamela.Ness@gov.bc.ca
Tel: 250 216-5903
www.gov.bc.ca/NamingPrivileges

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Withheld pursuant to/removed as

s.21 ; s.22

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Summary – Donald and Julia Leung Gathering Space

Donors – Donald and Julia Leung

- Donald and Julia Leung moved from Hong Kong to Canada in the 1970s where Donald worked at factory jobs and took evening classes to further his education.
- Donald is the Founder and Chairman of Donald's Fine Foods, a hog processing and meat wholesale company based in Richmond that exports meats to more than 25 countries and employs over 800 people in British Columbia and Saskatchewan.

s.21; s.22

s.21; s.22

Asset

s.21; s.22

Donation

s.21; s.22

Media Scan Results - "Donald and Julia Leung Gathering Space"		
<i>Company/ Individual</i>	<i>Bad Press Details</i>	<i>Leung</i>
Donald and Julia Leung	No bad press detected.	
Donald's Fine Foods <i>(formerly Donald's Meat Distribution, was renamed Donald's Fine Foods in 2005)</i>	s.22	Company founded by Donald Leung in 1993. Donald is current Chairman of the company.
Britco Pork <i>(acquired by Donald's Fine Foods)</i>		Donald Leung is the current Chairman of Britco Pork through

Office of the Deputy Minister
Ministry of Citizens' Services

Mailing Address:
Box 9440 Stn Prov Govt
Victoria BC V8W 9V3

Telephone: 250 387-8852
Facsimile: 250 387-8561
Email: MTICDeputyMinister@gov.bc.ca

<p><i>in 1997, located in Langley, BC)</i></p>	<p>s.22</p>	<p>its ownership by Donald's Fine Foods</p> <p>s.22</p>
<p>Thunder Creek Pork <i>(acquired by Donald's Fine Foods in 2010, located in Moose Jaw, SK)</i></p>	<p>No bad press detected.</p>	<p>Donald Leung is the current Chairman of Thunder Creek Pork through its ownership by Donald's Fine Foods</p>
<p>Five Corners Meat Company <i>(established by Donald's Fine Foods in 2017)</i></p>	<p>No bad press detected.</p>	<p>Donald Leung is the current Chairman of Five Corners Meat Company through its ownership by Donald's Fine Foods</p>

2019 Decision Note Advice to Minister

Date: April 23, 2019

Ref: 111496

Issue: Naming Opportunity

Recommendation / Next Steps (if any):

- Approve the naming opportunity.

Background / Facts:

- A potential naming opportunity (Appendix 1) has been submitted by the Provincial Health Services Authority under the Naming Privileges Policy that falls within the decision-making authority of the Minister of Citizens' Services.
- An online search of the donors (Appendix 2) was conducted by Intellectual Property Program staff and no potential issues were found.

Analysis:

"Carol and Leigh Pan 張理瑋, 潘立中 PET/CT Room"

- A request to name the PET/CT room located on the 1st floor of the BC Cancer - Vancouver located in Vancouver.
- In recognition of a total donation of \$1 million.
- The donors are Carol and Leigh Pan (the Chinese characters spell their Chinese name).

s.21; s.22

Other Options: N/A

Approved / Not Approved

Honourable Jinny Jogindera Sims

Date

Attachment(s): Appendix 1 – Donald and Julia Leung Family Foyer Naming Request Form

Appendix 2 – Summary and Scan Results - Donald and Julia Leung Family Foyer

Contact: Bobbi Sadler, ADM – Procurement and Supply 250 896-2182



NAMING OPPORTUNITY REQUEST FORM

This form is to be used by government bodies to submit proposals pursuant to the Naming Privileges Policy

PART 1 - NAMING REQUEST

1. Proposed name of asset (plus former name of asset, if any):

Carol and Leigh Pan 張理瑜, 潘立中 PET/CT Room

(note: Chinese character spells their Chinese name)

2. If a logo will be used on the plaque/signage, please provide a sample:

3. Has there been any public announcement of the naming opportunity prior to the submission of this request form (i.e. signage installed; opening or sod-turning event; annual report; news release; posting on a website; or on social media; etc.)?

no

4. Term of the naming opportunity (how long will the naming opportunity apply to the asset):

Life of the room

5. Description of the public asset to be named (including physical location, and whether the proposal applies to an entire asset such as a building or to only a portion of the asset, such as a room, wing, etc.):

**BC Cancer – Vancouver
600 W 10th Ave, Vancouver, BC V5Z 4E6
First floor - PET CT area**

The PET/CT room houses one of the two Pet/CT machines in BC Cancer – Vancouver. Any patient who requires a Pet/CT at BC Cancer will enter one of the two PET/CT rooms. The Pet/CT area has an annual scanning capacity of over 9,500 scans.

6. Description of your internal approval process(es) for the naming opportunity:

This naming approved went through BC Cancer’s internal approval process described in the “policy and procedures” document, with approvals from BC Cancer Foundation CEO and President, BC Cancer President, and BC Cancer Foundation board of directors.

Approvals are attached.

7. a) Dollar value of the donation to be associated with the naming opportunity:

\$1,000,000

- b) Has the donation been received?

s.21

- c) Date and amount paid for each received payment:

s.21; s.22

- d) Anticipated date and amount to be paid for each future payment:

- e) If the donation was not received in cash (i.e. in-kind contribution, shares, etc.) please provide a description of the donation and information to describe how it was valued.

PART 2 - BENEFACTOR INFORMATION

1. Benefactor profile: (name, philanthropic and business history, community activities, public offices held, etc.):

Carol and Leigh Pan are proud Canadians who came to Canada from Taiwan s.21; s.22

s.21; s.22

s.21; s.22

Carol has been battling cancer s.21; s.22

s.21; s.22

Carol was inspired by the great care she received at BC Cancer s.21; s.22

s.21; s.22

s.21; s.22

She hopes with her contribution supporting PET/CT at BC Cancer – Vancouver she can help accelerate this service for families here in B.C. s.21; s.22

s.21; s.22

s.21; s.22

3. If the financial contribution is provided by a commercial benefactor, please provide details of the process used to select the benefactor:

n/a

PART 3 - OTHER

1. Is there a public announcement or event planned? If yes, please include the date/time and any available particulars.

ASAP

2. Any additional information that the Naming Committee should be aware of:

s.21; s.22

3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address):

BC Cancer Foundation – Sarah Roth, CEO & President (Laura Florio, 604.707.5918)
Suite 600-686 West Broadway, Vancouver, BC V5Z 1G1

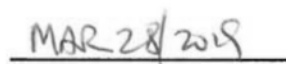
BC Cancer – Malcolm Moore, President (Cecilia Martinez, 604.877.6118)
600 West 10th Avenue, Vancouver, BC V5Z 4E6

Please attach the formal letter of commitment or contractual arrangement with the benefactor.

SIGNATURE OF REQUESTOR



Malcolm Moore
President
BC Cancer, part of PHSA



Date

Intellectual Property Program
Ministry of Citizens' Services
Attn: Pamela Ness
563 Superior Street, 3rd Floor
PO BOX 9452 STN PROV GOVT
Victoria, British Columbia V8W 9V7
Email: Pamela.Ness@gov.bc.ca
Tel: 250 216-5903
www.gov.bc.ca/NamingPrivileges

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Kwok, Jocelyn

From: Landell, Leslie
Sent: Monday, March 25, 2019 3:05 PM
To: Kwok, Jocelyn
Subject: Naming Request BC Cancer Vancouver
Attachments: Att 1.3 BN Naming application_BC Board.pdf

Dear Jocelyn,

I confirm that the attached naming application was approved at the March 7, 2019 meeting of the Board of Directors as follows:

BC Cancer Foundation Board of Directors approves the Naming Application Request to name a room at BC Cancer Vancouver the "Carol and Leigh Pan (張理瑋,潘立中) PET/CT Room" as presented.

Leslie Landell

Director Corporate Governance

BC CANCER FOUNDATION

D: 604-877-6041

C: 778-887-4185

TF: 1-888-906-2873

[\[leslie.landell@bccancer.bc.ca\]](mailto:leslie.landell@bccancer.bc.ca)

bccancerfoundation.com



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Summary – “Carol and Leigh Pan 張理瑋, 潘立中 PET/CT Room”

Donors – Carol and Leigh Pan

- Carol and Leigh Pan came to Canada from Taiwan s.21; s.22
s.21; s.22

- Carol has battled cancer s.21; s.22

Asset

- A positron emission tomography (PET) scan is an imaging test that allows a doctor to check for diseases in the body using special dyes that contain radioactive tracers.
- A computerized tomography (CT) scan combines a series of images taken from different angles around the body and creates cross-sectional images of the bones, blood vessels and soft tissues and provides more detailed information than an X-ray.
- The PET/CT room houses one of two PET/CT machines located on the first floor of the BC Cancer Agency – Vancouver.
- The naming opportunity will be active for the full life of the room.

Donation

- In recognition of a total financial contribution of \$1,000,000.
s.21; s.22



Media Scan Results - “Carol and Leigh Pan 張理瑜, 潘立中 PET/CT Room”		
<i>Company/ Individual</i>	<i>Press Details</i>	<i>Relationship</i>
Carol Pan	No bad press detected.	One of the two donors.
Leigh Pan	No bad press detected.	One of the two donors.
s.22	No bad press detected.	s.22
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	

2019 Decision Note Advice to Minister

Date: May 3, 2019

Ref: 111547

Issue: Naming Opportunity

Recommendation / Next Steps (if any):

- Approve the naming opportunity.

Background / Facts:

- A potential naming opportunity (Appendix 1) has been submitted by the Vancouver Island Health Authority under the Naming Privileges Policy that falls within the decision-making authority of the Minister of Citizens' Services.
- An online search of the donors (Appendix 2) was conducted by Intellectual Property Program staff and no potential issues were found.

Analysis:

"John and Angela Patrick and Nellie Kushner"

- A request to name the Rehabilitation Area located on the 1st floor of the Comox Valley Hospital located in Courtenay.
- In recognition of a total donation of s.21; s.22 will be the principal for an endowment fund expected to generate between \$50,000 and \$100,000 in interest earnings annually.
- The donor is Angela Patrick; the honourees are John Patrick (Angela's husband s.21; s.22 s.21; s.22 and Nellie Kushner (Angela's stepmother s.21; s.22 s.21; s.22
- John and Angela established the Nellie Kushner Fund in 2000, s.21; s.22 s.21; s.22

Other Options: N/A

Approved / Not Approved

Honourable Jinny Jogindera Sims

Date

Attachments: Appendix 1 – Patrick-Kushner Rehabilitation Area Naming Request Form
Appendix 2 – Summary and Scan Results – Patrick-Kushner Rehabilitation Area

Contact: Bobbi Sadler, ADM – Procurement and Supply 250 896-2182



NAMING OPPORTUNITY REQUEST FORM

This form is to be used by government bodies to submit proposals pursuant to the Naming Privileges Policy

PART 1 - NAMING REQUEST

1. Proposed name of asset (plus former name of asset, if any):

John and Angela Patrick and Nellie Kushner

2. If a logo will be used on the plaque/signage, please provide a sample:

CVHF (Foundation) logo will appear on the plaque (sample attached)

3. Has there been any public announcement of the naming opportunity prior to the submission of this request form (i.e. signage installed; opening or sod-turning event; annual report; news release; posting on a website; or on social media; etc.)?

No public announcement related to room naming in the Comox Valley Hospital has occurred. An announcement of the endowment gift has taken place, along with naming of a sunroom in The Views at St. Joseph's (facility owned at that time by the Bishop of Victoria, and now owned by Providence Residential Community Care). PDF Attached.

4. Term of the naming opportunity (how long will the naming opportunity apply to the asset):

s.21

5. Description of the public asset to be named (including physical location, and whether the proposal applies to an entire asset such as a building or to only a portion of the asset, such as a room, wing, etc.):

Room requested is the Rehabilitation Area,(room CV1180) located on the first floor of the Comox Valley Hospital, 101 Lerwick Rd., Courtenay BC.

6. Description of your internal approval process(es) for the naming opportunity:

CVHF (The Foundation) launched a campaign for naming opportunities in the new hospital in 2017. (PDF attached).

The CVHF Executive Director, in partnership with Campbell River Hospital Foundation Executive Director, sought guidance and approval from Island Health on naming opportunities. VIHA Board of Directors approved room types & donation levels on July 31, 2017. (PDF attached)

CVHF Executive Director, in accordance with VIHA Policy 1.4.1 (Policy attached), sought approval from Island Health to name the Rehabilitation Area. Approval was granted by the Island Health Board of Directors on November 30, 2018. (PDF Attached)

7. a) Dollar value of the donation to be associated with the naming opportunity:

The principal of the Endowment Fund we have been notified about is valued at \$^{s.21; s.22}

The Endowment is held by the Charitable Gift Funds Canada Foundation. (notification letter attached)

The dollar amount we expect to receive annually will be between \$50,000 and \$100,000^{s.21}
s.21

b) Has the donation been received?

Annual payments commenced in the first quarter of 2019.

c) Date and amount paid for each received payment: ^{s.21}
s.21

d) Anticipated date and amount to be paid for each future payment:

s.21 annually \$50,000 - \$100,000 in perpetuity.

e) If the donation was not received in cash (i.e. in-kind contribution, shares, etc.) please provide a description of the donation and information to describe how it was valued.

n/a

PART 2 - BENEFACTOR INFORMATION

1. Benefactor profile: (name, philanthropic and business history, community activities, public offices held, etc.):

Angela Patrick ^{s.21; s.22}
s.21; s.22

2. If the asset is to be named in honour of individual(s) other than the benefactor listed above, please provide any relevant information pertaining to that person:

John Patrick ^{s.21; s.22}
s.21; s.22

Nellie Kushner ^{s.22}
s.22

3. If the financial contribution is provided by a commercial benefactor, please provide details of the process used to select the benefactor:

n/a

PART 3 - OTHER

1. Is there a public announcement or event planned? If yes, please include the date/time and any available particulars.

We have notified Angela Patrick as well as ^{s.21; s.22} that we are seeking approval for naming through the BC Government. Once approvals are in order, an event will be planned to place a plaque in the rehabilitation area, with photo opportunities, and a CVHF media release to follow.

2. Any additional information that the Naming Committee should be aware of:

3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address):

Comox Valley Healthcare Foundation
101 Lerwick Road
Courtenay, BC V9N 0B9
Lynn Dashkewytch, Executive Director
Ph: 250-331-5957
lynn@cvhealthcarefoundation.com

Please attach the formal letter of commitment or contractual arrangement with the benefactor.

SIGNATURE OF REQUESTOR



Lynn Dashkewytch, Executive Director

April 12, 2019

Date

Intellectual Property Program
Ministry of Citizens' Services
Attn: Pamela Ness
563 Superior Street, 3rd Floor
PO BOX 9452 STN PROV GOVT
Victoria, British Columbia V8W 9V7
Email: Pamela.Ness@gov.bc.ca
Tel: 250 216-5903
www.gov.bc.ca/NamingPrivileges

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Summary – A plaque acknowledging the donors “John and Angela Patrick and Nellie Kushner”

Donor –Angela Patrick

s.21; s.22

Honourees

John Patrick (Angela’s husband)

s.21; s.22

Nellie Kushner (Angela’s stepmother)

s.21; s.22

- John and Angela established the Nellie Kushner Fund in 2000.

Asset

- The Rehabilitation Area located on the first floor of the Comox Valley Hospital in Courtenay.
- The naming opportunity will be active for the lifetime of the asset.

Donation

- In recognition of a total financial contribution of s.21; s.22 to establish the principal for an endowment fund that is expected to generate between \$50,000 and \$100,000 in interest earnings annually.
- The annual payments commenced in the first quarter of 2019.

Media Scan Results – A plaque acknowledging the donors “John and Angela Patrick and Nellie Kushner”		
<i>Company/ Individual</i>	<i>Press Details</i>	<i>Relationship</i>
Angela Patrick	No bad press detected.	Donor
John Patrick s.22	No bad press detected.	Honouree
Nellie Kushner s.22	No bad press detected.	Honouree (Angela’s stepmother)
s.22	No bad press detected.	s.22
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	
	No bad press detected.	

INFORMATION NOTE

Advice to Minister Sims

DATE: August 26, 2019

CLIFF#: 111524

ISSUE: Provide a long-term space solution for the regional service delivery office of the Ministry of Children and Family Development (MCFD) in the community of Williams Lake, BC.

BACKGROUND:

- MCFD has an office in Williams Lake which provides services for adoptions, child protection, children, youth and mental health, and children/youth with special needs.
- MCFD had indicated to Ministry of Citizens' Services (CITZ) that this office location had insufficient capacity to accommodate program growth and noted other concerns related to security, base building condition and accessibility.
- A Request for Proposal (RFP) to lease or purchase new space was issued in October 2018. A purchase option was preferred to enable long-term stability for the office space, and to enable more customization to support MCFD operations.
- Based on the RFP, an office building was offered for sale for \$2.4 million in 2018. CITZ immediately commenced the "due diligence" work and negotiations with the landlord, which resulted in:
 - Ensuring all requirements were met under the Strata Act;
 - Ensuring that there were no remediation concerns; and
 - CITZ was able to negotiate the purchase down to \$1.885 million, from the initial asking price of \$2.4 million.
- Currently, the design feasibility plan is being developed in collaboration with MCFD. It is proposed that the office space will accommodate 70 FTEs; additionally, the space will have the potential to integrate child care space under MCFD's CareSpace program.
- Indigenous peoples design elements will be featured in the new building.
- The office space will be designed with Leading Workplace Strategy principles designed specifically for the way that MCFD employees work.
- In addition, the building may be the subject of a deep energy retrofit to reduce greenhouse gas emissions. An analysis is being undertaken to explore options.
- At this time, consultants are being appointed to develop detailed construction documents to enable a tender process that will identify the general contractor. It is envisaged that construction will commence late 2019 and the project will be completed in early 2020.

SUMMARY:

- The building located at 280A North 3rd Avenue in Williams Lake was purchased by CITZ for \$1.885 million as part of our strategy to purchase office buildings for critical programs, where possible. This is in deviation to the previous policy where a number of office buildings were sold in preference of leasing office space to support government operations.
- The decision to purchase will provide security of tenure in a key location required to deliver important services to citizens.
- The project will be complete early 2020.

Contact: Sunny Dhaliwal, Assistant Deputy Minister, Real Property Division (250-380-8311)

MEETING NOTE

Advice to Minister Sims

MEETING DATE: August 26, 2019

CLIFF#: 99999

ATTENDEES: Don Prittie, President and David Leverton, Executive Director of Maritime Museum BC (MMBC)

ISSUE: Proposal of MMBC for a National Maritime Museum at 28 Bastion Square, Victoria

BACKGROUND:

28 Bastion Square was the Province's first courthouse, a 30,000 sq. ft. National Heritage site constructed in 1889. The MMBC occupied 28 Bastion Square from 1965 to 2015.

Ownership of the building (with MMBC as tenant) transferred back to the Province from the City of Victoria in 1977 in exchange for the James Bay Fire Hall lands. The MMBC claims entitlement to the perpetual occupancy of 28 Bastion Square, pointing to the 1977 transfer agreement.^{s.14}

s.14

For many years, MMBC occupancy costs were paid to the Ministry of Citizens' Services (CITZ) via funding grants provided by the Ministry of Tourism, Arts and Culture (TAC), amounting to approximately \$200,000 per annum. These grants ceased in 2006. CITZ continued to host MMBC free of charge until 2013, when the collapse of a ceiling triggered structural investigations. An engineer's report deemed the building unsafe for occupancy barring significant structural upgrades. In 2014, CITZ coordinated the closure and relocation of the MMBC collection to secure storage space at 4000 Seymour, with an "in-kind" contribution of a value of approximately \$370,000 per year for costs avoided by not leasing space from the market. Over the past thirteen years, CITZ has contributed approximately \$2.5 million to support the Museum in the form of free rent from 2006-2015 (\$200,000 - \$250,000 per year), artefact relocation costs, as well as studies and reports.

In 2018 the City of Victoria proposed an Arts Hub for the building. CITZ paid for the estimate of this proposal, which identified that \$20.5 million is needed to make the building fit for occupancy.

In January 2019 the MMBC publicly proposed reoccupying 28 Bastion Square and constructing a \$45 million National Maritime Museum. This would include construction of an adjacent 32,000 sq. ft. annex on City-owned land. MMBC has suggested funding from national, provincial and municipal levels. The Songhees First Nation offered a letter of support for the proposal.

DISCUSSION:

The \$20.5 million Class D estimate provides a useful basis for approximating costs for all future uses of the building. The MMBC proposal is loosely based on the Arts Hub design, with notional amounts budgeted for construction of a new collections annex. The feasibility and costs of the MMBC design have not been validated to a high degree of certainty. Costs could certainly escalate.

The MMBC proposal relies on a \$4.5 million capital contribution from CITZ and \$4.5 million from TAC. Remaining funds amounting to \$37 million would notionally be secured from federal sources. MMBC has not provided a viable financial model for routine operating expenses, including lease costs for the museum, which it was unable to pay earlier.

A variety of stakeholders continue to have an interest in the future use of the property, including:

- City of Victoria and the Downtown Victoria Business Association
- Private sector developers (e.g., Alacrity)
- Maritime Museum of BC
- Arts groups previously engaged
- British Columbia Courts Judiciary
- First Nations

The building is ill-suited to office space or other conventional government uses. Given the need for an acceptable highest and best use of the building, CITZ has begun preparing a *Request for Expressions of Interest (RFEI)* to elicit proposals from prospective tenants which is scheduled to be ready for proponents by the end of May 2019.

SUMMARY:

The upcoming RFEI will allow CITZ to evaluate multiple potential uses from various proposals within a triple bottom line framework. CITZ will consider a number of factors including: whether a proponent has a strong business plan, impacts to the building's heritage, the financial viability of the operating model and any cost implications for the Province. The interests of the local community and First Nations will be paramount.

A RFEI is a non-binding form of proposal. Neither the Province nor prospective tenants are committed to proceeding ahead based on the RFEI. However, an RFEI is often the first step towards a more formal contractual relationship, such as a Request for Proposal (RFP).

The MMBC will have an opportunity to submit a response to the RFEI, as will other prospective tenants.

Contact: Sunny Dhaliwal, Assistant Deputy Minister, Real Property Division, Phone 250-380-8311

INFORMATION NOTE

Advice to Minister Sims

DATE: May 8, 2019

CLIFF#: 111539

ISSUE: Sale of 7672 Progress Way in Delta

BACKGROUND:

The BC Transportation Financing Authority (BCTFA) intends to sell 7672 Progress Way (the Property), a 3.24-hectare industrial park site located in Delta, BC (refer to map of location attached as Appendix A). The property was acquired by the BCTFA as part of the South Fraser Perimeter Road (SFPR) project for highway construction purposes. The SFPR project is now complete, and the property is surplus to the current and future highway needs of the Ministry of Transportation and Infrastructure (the Ministry).

The Ministry's model is to acquire properties they require to undertake provincial transportation projects, dedicate as arterial highway the portions needed to complete the work, and to sell the surplus remainder. Future projects are funded in part by the net revenue generated by property sales.

The property is part of the Surplus Properties Program (SPP) administered by Strategic Real Estate Services (SRES), Real Property Division (RPD) with the Ministry of Citizens' Services (CITZ).

DISCUSSION:

RPD initiated its Enhanced Referral process to other government agencies in September 2017 to determine if the surplus lands could be repurposed or used by other government agencies. No interest was expressed by any agency.

First Nations consultation was completed with Benefits agreements signed with the Musqueam in May 2010 and the Katzie, Kwantlen and Semiahmoo First Nations in December 2015.

BCTFA publicly marketed the Property for sale through a real estate broker, with a fixed, six-week market exposure prior to reviewing offers and has received nine offers to purchase ^{s.17}

s.17

As part of the SPP due-diligence process, any property sale over \$10 million requires the evaluation of the purchase bids by RPD. RPD has reviewed the offer process and the Offer to Purchase and concurs with BCTFA's recommendation to accept the highest value offer. BCTFA is awaiting confirmation from RPD so they that they can remove their subject conditions and proceed with the sale. Subject removal date is May 13, 2019 with a closing date of June 20, 2019.

NEXT STEPS:

RPD will provide confirmation to BCTFA that they can proceed with the sale and remove their subject conditions by May 13, 2019.

Attachment(s): Appendix A – Property Map; Appendix B – 7672 Progress Way Offer Matrix

Contact: Quinn Daly, Strategic Real Estate Services, Ministry of Citizens' Services, Phone 250 216-6312

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Appendix B - 7672 Progress Way Offer Matrix

7672 Progress Way						
Purchaser	Date Submitted	Price	Conditions	Closing	Dev/User/Inv	Notes
Beedie (Progress Way) Property Ltd.	April 5, 2019	s.21	35	30	Dev	s.13
Multiland Pacific Holdings Ltd.	April 5, 2019		35	30	User	
Regal Ideas - Norm Liefke	April 5, 2019		35	30	Dev/User	
Lally Bros. Holding Ltd.	April 5, 2019		35	30	User	
1199310 BC Ltd.	April 5, 2019		35	30	Dev	
Conwest Ventures Ltd.	April 5, 2019		35	30	Dev	
Pacific Welfare Resource Investment Inc.	April 5, 2019		35	30	Dev	
Cedar Coast Properties Ltd.	April 5, 2019		35	30	Dev	
Spire Construction Inc	April 5, 2019		35	30	Dev	

INFORMATION NOTE

Advice to Minister Sims

DATE: August 27, 2019

CLIFF#: 111535

ISSUE: Indigenous Procurement Initiative – Engagement Progress and Next Steps

BACKGROUND:

- On June 25, 2018, the Ministry of Citizens' Services launched the BC Procurement Strategy (the "Strategy") which sets goals for the modernization of BC Government procurement.
- Implementation of the Strategy is underway and involves multiple ministries and agencies. Coordinated by CITZ, teams from across government are working to achieve the goals of the Strategy and its intended transformation impacts.
- One of the actions identified under goal 1 ("Best Value") of the Strategy is to "Develop a coordinated government approach to Indigenous procurement". This is referred to as the "Indigenous Procurement Initiative". A goal of the initiative is to increase Indigenous participation in BC government procurement processes.
- To undertake the Indigenous Procurement Initiative an Indigenous procurement working group (IPWG) has been formed that is co-lead by CITZ and Ministry of Indigenous Relations and Reconciliation ("MIRR") and includes representatives from 12 ministries and government agencies.
- The IPWG has identified three priority actions for the Indigenous Procurement Initiative:
 - **Priority Action 1:** Engage with Indigenous businesses, partners and communities to inform the development of a coordinated approach to Indigenous Procurement.
 - **Priority Action 2:** Develop a coordinated approach to Indigenous Procurement.
 - **Priority Action 3:** Implement a coordinated approach to Indigenous Procurement.
- The IPWG is currently working on Priority Action 1 (engagement) and has conducted an engagement process with Indigenous businesses, partners and communities. This engagement has, so far, included:
 - preliminary and in-depth conversations with over 50 individuals including representatives of Indigenous organizations;
 - engagement with 167 Indigenous participants – Indigenous partners, business owners, organizations and community representatives – through regional engagement sessions in Victoria, Nanaimo, Williams Lake, Prince George, Terrace, Cranbrook, Vancouver, Kelowna, and Surrey; and
 - hearing from nearly 100 people through responses to an online survey.

DISCUSSION:

- Engagement with Indigenous peoples, businesses, and organizations; ministries; crown corporations and agencies; and other jurisdictions is essential to developing a successful coordinated government approach to Indigenous procurement.
- Indigenous partners have identified that Indigenous peoples should be engaged throughout the initiative; should be provided opportunities for their experiences, voices, and perspectives to inform the development of the approach; and that government should reflect back and confirm what it heard to those that were engaged.
- Prior to undertaking this validation process with engagement participants, it is not appropriate to release the results of the recent consultation process.
- Procurement is complex and serves a broad scope of government needs. There is potential that a coordinated approach to indigenous procurement will result in different tactics being utilized to reflect complexity of different government sectors.
- Deputy Minister and Assistant Deputy Minister committees have been briefed in April 2019 on the progress to date, what has been heard during the engagement so far, the plans to continue the engagement, and the proposed direction for the development of the coordinated approach to Indigenous procurement.
- Further internal and external engagement with ministries, crown corporations, and other jurisdictions will be undertaken through May and June 2019.
- Priority Action 1 (engagement) is anticipated to be complete in July 2019.

NEXT STEPS:

- Development of the coordinated approach (Priority Action 2) involves identifying preliminary recommendations, conducting due diligence to identify the impact and practicality of implementing those recommendations, and then determining which of those recommendations to implement.
- Preliminary recommendations will be presented to Assistant Deputy Minister and Deputy Minister committees to identify which warrant moving forward for further due diligence.
- The results of this due diligence and a set of recommended options will be presented to Assistant Deputy Minister and Deputy Minister committees. Those committees will decide which of the recommended options will move to implementation.
- Implementation planning and implementation of the coordinated approach (Priority Action 3) will follow that process.

Attachment(s): Indigenous Procurement – Initiative Update and Engagement Summary

Contact: Bobbi Sadler, Assistant Deputy Minister, Procurement and Supply Division - 778 698-8338



BRITISH
COLUMBIA

Indigenous Procurement

Initiative Overview and Engagement Summary

May 2, 2019



BRITISH
COLUMBIA

Indigenous Procurement and Economic Development

Minister Mandate Letters

With the commitment to reconciliation with First Nations, all ministries must '[move] forward on the Calls to Action and [review] policies, programs, and legislation to determine how to bring the principles of UNDRIP into action in British Columbia'

UNDRIP

Article 5 Indigenous peoples have the right to maintain and strengthen their distinct political, legal, economic, social and cultural institutions, while retaining their right to participate fully, if they so choose, in the political, economic, social and cultural life of the State.

TRC

Call to Action 92 ... Ensure that Aboriginal peoples have equitable access to jobs, training, and education opportunities in the corporate sector, and that Aboriginal communities gain long-term sustainable benefits from economic development projects.

Draft Principles that Guide the Province of BC's Relationship with Indigenous Peoples



Indigenous Procurement Initiative – Overview

Indigenous Procurement Working Group

- **Goal:** Increase Indigenous participation in government's procurement opportunities
- **Objectives:**
 1. Indigenous-specific procurement policy and strategy and potentially legislation
 2. Culturally-appropriate procurement practices
 3. Capacity development opportunities

- Co-led by MIRR and CITZ, with OCG support
- 12 BC ministries and agencies

Reconciliation in Action

- Ministry mandates re: reconciliation
- UNDRIP (Article 5)
- TRC Calls to Action (92)
- Draft Principles (Draft Principle 8)

BC Procurement Strategy

- **Goal 1:** Best value and increased benefit
- **Priority Action 2018/19:** Engagement to inform the development of a coordinated government approach to Indigenous Procurement



BRITISH
COLUMBIA

External Engagement - Update

**Aug – Sept
2018**

**Who and
How to
Engage**

COMPLETE

Nov – Apr 2019

External Engagement

- Identify key issues, challenges, opportunities, promising practices, lessons learned and advice
- Regional sessions , in-depth conversations, and survey
- Indigenous partners, businesses, organizations and communities
- Summarize what we heard

**May – Jul 2019
Validation**



BRITISH
COLUMBIA

External Engagement – Reach to Date

We have heard from over 300 people

39

Engaged through preliminary
conversations and information exchange



167

Engaged through regional
sessions



97

Engaged through online survey



14

Engaged through in-depth
conversations



Regional Engagement Sessions

22	Victoria
19	Nanaimo
22	Williams Lake
18	Prince George
13	Terrace
21	Cranbrook
19	Vancouver
19	Kelowna
14	Surrey

MEETING NOTE

Advice to Minister Sims

MEETING DATE: To be determined

CLIFF#: 111538

ATTENDEES: Jim Rondeau, Member of the Board of Directors and Chair, Government Affairs Committee, the CGLCC, Canada's LGBT + Chamber of Commerce; Minister Jinny Sims, CITZ; Parliamentary Secretary Mitzi Dean, FIN; ADM Beverly Dicks, Service B.C., CITZ; ADM Bobbi Sadler, Procurement and Supply Division, CITZ; A/ED Erik Wanless, Procurement Transformation Branch, CITZ

ISSUE: Canada's LGBT+ Chamber of Commerce has requested a meeting to discuss the development of a supplier diversity program in BC.

BACKGROUND:

- Canada's LGBT+ Chamber of Commerce (CGLCC) was established in 2003 and focusses on linking LGBT+ businesses in Canada to the wider business community.
- CGLCC supports economic growth by supporting and nurturing LGBT+ businesses, entrepreneurs, students and allies, and by helping Canada's corporate world connect with the LGBT+ business community.
- CGLCC have been working with the Supplier Diversity Alliance Canada (SDAC) with an intention of advancing diversity within the procurement practices of Canadian corporations as well as various levels of government.
- The CGLCC defines supplier diversity as: "...reaching out to groups not traditionally included or underrepresented in the supply chain or within the purchasing process of major corporations or governments."
- The CGLCC has requested a meeting with Premier Horgan or an appropriate minister to discuss how B.C. could implement a supplier diversity program that is inclusive of all underrepresented sectors of the Canadian population, including Indigenous peoples, peoples with disabilities, women, visible minorities and LGBT+ businesses.
- In June 2018, the Province launched the *BC Procurement Strategy*. One of the goals of the Strategy was to realize best value and increased benefit to British Columbians by using procurement strategically to improve social and environmental outcomes.
- A key action under this goal was the development of *Social Impact Purchasing Guidelines*, which were announced January 28th, 2019. The guidelines are available publicly and provide direction on how to incorporate social value criteria into procurements for services which have a total value under \$75,000.
- The social value criteria included within BC's *Social Impact Purchasing Guidelines* are:
 - Supplier diversity: which means creating opportunities for diverse suppliers such as Indigenous peoples and employment equity seeking groups which could include people with disabilities and other traditionally underrepresented groups.
 - Workforce development: which means offering apprenticeships, skills training and other developmental support to employees, contractors or volunteers, including diverse supplier groups.
- On October 2, 2018 the BC Public Service announced that it is implementing a new policy and budgeting tool: Gender-Based Analysis Plus (GBA+). GBA+ is intended to ensure that government budgets, policies and programs serve the unique needs of all British Columbians, regardless of their gender, race, class, sexual orientation or other identify factors.

- The implementation of GBA+ in the BC Public Service began with the Budget Instructions template that was sent to all ministries to inform Budget 2019. GBA+ will also extend to all Treasury Board submissions and Cabinet submissions and will inform future program reviews.
- Procurement in BC is governed by a complex policy, legislative and legal framework that includes Chapter Six of BC's Core Policy and Procedures Manual, the *Procurement Services Act*, the procurement obligations of domestic and international trade agreements and contract law.

DISCUSSION:

- CGLCC's letter indicates the organization is supportive of BC's procurement transformation efforts but points out that women and LGBT+ owned businesses are not explicitly identified or targeted in the Strategy.
- BC's *Social Impact Purchasing Guidelines* allow buyers to award points for vendor proposals that demonstrate a commitment to supplier diversity. The province's definition for supplier diversity does not explicitly identify LGBT+; however, this definition was purposefully written to be enabling and inclusive of all employee equity seeking groups.
- GBA+ when fully implemented across government will incorporate gender-based analysis into decision making and budgeting processes, ensuring that the products and services that are procured by the Province appropriately serve the unique needs of all British Columbians, regardless of their gender, race, class, sexual orientation or other identify factors.
- BC's procurement framework and trade agreement requirements are complex. Any initiatives that target a specific subsection of suppliers must be implemented only after conducting a full legal analysis and due diligence process.
- The CGLCC may be able to offer input and potential strategies for BC to consider as it explores ways to expand or augment social impact procurement beyond the existing *Social Impact Procurement Guidelines*.
- Other jurisdictions have implemented social procurement programs. For example, the City of Toronto implemented a social procurement program in 2016. The program is comprised of two elements: supply chain diversity and workforce development.
 - The supply chain diversity component involves certification of businesses that must be 51 per cent-owned, managed and controlled by diverse suppliers, with explicit recognition of women and LGBTQ+ persons as diverse suppliers.

SUMMARY:

- Canada's LGBT+ Chamber of Commerce has requested a meeting to discuss how it can support the development of a comprehensive supplier diversity program in BC.
- Two current government initiatives, GBA+ and BC's *Social Impact Purchasing Guidelines*, are well aligned with the principles of supplier diversity highlighted by CGLCC.
- BC's procurement framework and trade agreement requirements are complex. Any initiatives that target a specific subsection of suppliers must be implemented only after conducting a full legal analysis and due diligence process.
- CGLCC may be able to offer input and potential strategies for BC to consider as it explores ways to expand or augment social impact procurement beyond the existing *Social Impact Procurement Guidelines*.

Attachments:

1. Letter from Jim Rondeau of CGLCC
2. BC's *Social Impact Purchasing Guidelines*
3. Gender-Based Analysis Plus (GBA+): Q&A

March 2, 2019

Premier John Horgan
501 Belleville St
Victoria, BC V8V 1X4

Dear Premier Horgan,

The CGLCC, Canada's LGBT+ Chamber of Commerce, in partnership with the Supplier Diversity Alliance Canada, has been working to improve and modernize the procurement system of Corporate Canada as well as various levels of government. Supplier diversity has been a procurement policy of the United States Government for over 40 years and has led to some very positive economic and social inclusion results.

Many Canadian corporations, including Royal Bank, TD Bank Group, BMO, CIBC, Sun Life Financial, EY, Accenture, Sodexo, Kellogg Company, Bell Canada, TELUS, Merck, the City of Toronto, and others, have incorporated supplier diversity into their procurement system.

As a former Manitoba Minister of Industry and Economic Development, I understand how a comprehensive inclusive procurement policy can make a huge impact, both economically and socially. I have included attachments regarding these benefits for your information. We applaud the Government's recent efforts to improve the procurement process to increase the diversity of bidders on government contracts. It is important to note, however, that diverse suppliers such as women and LGBT+-owned businesses (of which we estimate there to be 140,000 in Canada) are still not specifically identified or targeted in your new system.

I would request a meeting with you or an appropriate Minister to discuss how we could work with your Government to implement a comprehensive inclusive supplier diversity system for all underrepresented sectors of our population, including Aboriginal, persons with disabilities, women, visible minorities and LGBT+ business owners. I look forward to meeting with you and building a better, more inclusive society and improving the Canadian economy in a progressive way.

Sincerely,

Jim Rondeau

A handwritten signature in dark ink, appearing to read "Jim Rondeau", is written over a light blue horizontal line.

Member of the Board of Directors
Chair, Government Affairs Committee

What is Supplier Diversity?

Supplier Diversity is defined as reaching out to groups not traditionally included or underrepresented in the supply chain or within the purchasing process of major corporations or governments. Some underrepresented groups include LGBT, women, visible minority, and aboriginal business owners. By procuring goods and services from these diverse suppliers, organizations and governments are creating value in historically disadvantaged communities through job creation, tax dollar generation, economic empowerment, and increased spending power amongst these communities. It has since become apparent that there are other benefits, such as innovation, flexibility, cost savings, etc.

Supplier diversity benefits include:

- Helps businesses and governments connect with their communities
- Drives innovation through new perspectives
- Builds a reputation in diverse communities
- Builds prosperity in targeted communities
- Levels the playing field
- Increases market penetration in diverse markets, driving social and economic benefits in targeted communities

Supplier Diversity encourages economic development and innovation by

- Allowing small & medium businesses which have the best economic multipliers to grow quickly
- Bring underrepresented groups into Canadian business
- Enhancing competition among suppliers, while encouraging innovation
- Building capacity in the Canadian economy
- Creating stronger ties to the LGBT+, Aboriginal, minority, and women's communities
- Create employment in minority communities: minority-owned and operating business statistically hire a greater number of minority employees

Supplier Diversity Works

Supplier Diversity has been an active program in the USA for more than 40 years and has legislation to support it at federal, state, and municipal levels. Many major corporations support Supplier Diversity in Canada, and have been actively building and establishing their programs over the past 10 years. In 2016, City of Toronto was the first government body in Canada to put a program in place.

Who is Supplier Diversity Alliance Canada?

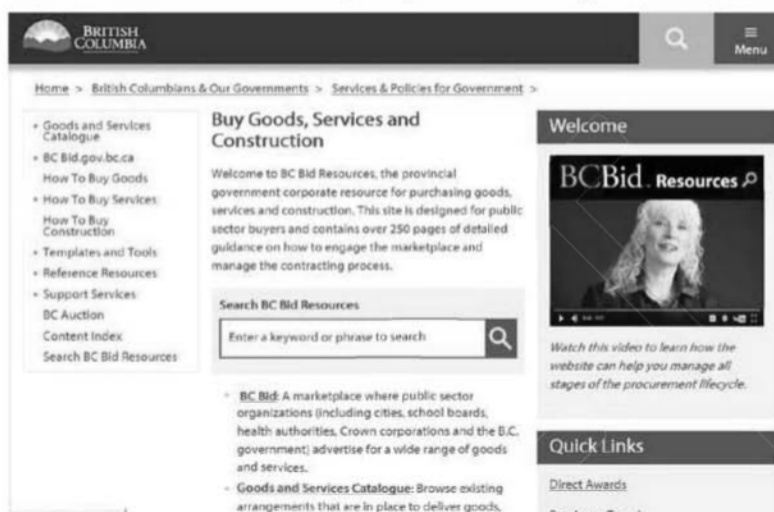
Supplier Diversity Alliance Canada (SDAC) was established in 2016 for the intention of advancing diversity in procurement practices in Canada. SDAC seeks to provide support, guidance and consultation to stakeholders on the direct impacts of developing and applying effective inclusive procurement policies and practices. Collaborating and aligning efforts in key areas, SDAC strives to improve economic opportunities for diverse certified suppliers from across the country. SDAC focuses on three core activities: advocacy, research, and learning.

The three founding organizations of the SDAC include: Canadian Aboriginal and Minority Supplier Council (CAMSC – representing Aboriginal and visible minority-owned businesses), Canadian Gay & Lesbian Chamber of Commerce (CGLCC – representing LGBT+-owned businesses), and Women Business Enterprises Canada Council (WBE Canada - representing women-owned businesses).

B.C.'s Social Impact Procurement Guidelines

Available at:

<https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/reference-resources/social-impact-procurement-guidelines>



These web pages contain guidelines for Province of B.C. Ministry purchasers to follow if considering social impact in points-based solicitations (typically SRFs, RFPs and RFQs) for services with a total value under \$75,000. Government purchasers may want to bookmark this page for ongoing reference as it is subject to change as policy continues to develop in this area.

Purchasers wishing to consider social impact in any purchase of services over \$75,000, or in any other type of procurement, should contact Legal Services Branch and Procurement Services Branch to obtain advice regarding incorporating social impact elements into the specific procurement.

The Ministry of Citizens' Services has developed the information on this webpage in association with the Ministry of Social Development and Poverty Reduction and the Ministry of Finance, Procurement Governance Office.

Social Impact Purchasing

Social impact purchasing can mean different things to different purchasers depending on whether the purchaser, like the Province, has certain trade and policy compliance obligations, or is a private sector purchaser that is not constrained in the same way. Likewise, it can mean different things to the vendor community. Some vendors describe themselves as social enterprises of various sorts while others may simply incorporate social impact measures into their operations without adopting a special designation.

For the purposes of the Province, social impact purchasing, broadly described, is the use of purchasing power to create social value and support social policy objectives. For the guidance on this web page, social impact elements that may be considered, on a case-by-case basis in a procurement and measured through a contract, include supplier diversity and workforce development:

- **Supplier diversity** means creating opportunities for diverse suppliers such as Indigenous peoples and employment equity seeking groups which could include people with disabilities and other traditionally underrepresented groups.
- **Workforce development** means offering apprenticeships, skills training and other developmental support to

employees, contractors or volunteers, including diverse supplier groups.

It is intended that, where appropriate, use of social impact purchasing will both reward vendors for actions that add social value, and encourage vendors to look for new ways to increase their social value to improve their ability to compete for future procurement opportunities that may include social impact criteria.

There are other dimensions of social impact purchasing contemplated by the Province's Policy and set out in CPPM 6: Environmental and Aboriginal purchasing considerations. For information regarding those topics see CPPM 6.3.1 (14) and the incorporated Green Procurement Guidelines and BC Bid Resource pages and CPPM 6.4.8 and the incorporated Aboriginal Procurement Guidelines.

The Connection between Purchasing and Social Policy Objectives

The BC Procurement Strategy was launched in June 2018 and recognizes that government procurement in BC is based on principles that include value for money, transparency and accountability. The Strategy provides high-level direction from government on determining value for money:

Goal 1: To realize best value and increased benefit to British Columbians by using procurement strategically to improve social and environmental outcomes.

When including social impact criteria in an appropriate solicitation, in accordance with these guidelines, an assessment of value for money will include evaluating the vendor's willingness or ability to comply with the specific social impact elements that have been included in the procurement document and that become part of the resulting contract obligations.

All procurements, whether they include social impact criteria or not, must follow the Core Policy and Procedures Manual, including Chapter 6, which provides policy direction and reflects government's commitments to domestic and international Trade Agreements. Contact your Ministry and Support Services Procurement Contacts with questions.

When to Use these Guidelines

These pages provide guidance on incorporating social impact criteria into commonly used point-based solicitations for purchases under \$75,000. Point-based solicitations are typically issued in the following templated procurement documents:

- Short-form Request for Proposal (SRFP)
- Request for Proposal (RFP)
- Request for Qualifications (RFQ)

Point-based solicitations are typically used for procurement of services; points are awarded for value attributes: typically experience, price and approach, and may include, in accordance with these guidelines, social impact value attributes.

Purchasers wishing to consider social impact in any purchase of services over \$75,000, or in any other type of procurement, should contact Legal Services Branch and Procurement Services Branch to obtain advice regarding incorporating social impact elements into the specific procurement.

How to Consider Social Impacts in Procurement

The Province's SRFP, RFP and RFQ templates each include a section that allows for purchasers to describe the requirements and desirable attributes that points may be awarded for in the evaluation process. Please note that:

- Social impact criteria are properly applied as desirable, and not mandatory criteria.
- It is recommended that no more than 10% of the total points be awarded to social impact, to ensure that quality and price remain the most important criteria. If environmental impact criteria are also applied in the

same procurement, purchasers should adjust points to ensure that the combined points for social impact and environmental impact criteria do not exceed 10% of the total points for any given procurement.

Some or all of the following criteria can be included in the appropriate section.

For the purposes of this procurement the following terminology applies:

- **Supplier diversity** means creating opportunities for diverse suppliers such as Indigenous peoples and employment equity seeking groups which could include people with disabilities and other traditionally underrepresented groups.
- **Workforce development** means offering apprenticeships, skills training and other developmental support to employees, contractors or volunteers, including diverse supplier groups.

To realize best value and increased benefits to British Columbians through this procurement, the Province will award points, not to exceed 10 %, to vendors that demonstrate that they have met or, if applicable, exceeded the social impact criteria to be evaluated as set out in the specific procurement. This could include any or all, of the following:

- The vendor can demonstrate a commitment to supplier diversity and workforce development as described above (identify vendor practices and procedures that support this criteria); or
- The vendor offers job skills training or employment opportunities in support of supplier diversity (identify types of training and/or opportunities, groups represented, current and planned activities); or
- The vendor purchases goods or services (such as janitorial services, catering, office supplies, etc.) from vendors that support supplier diversity and workforce development (identify types of goods or services purchased, and how the vendor's supply chain supports supplier diversity and workforce development).

Instructions to Proponent/Respondent:

With respect to each of the bulleted points above, describe how the Proponent/Respondent meets or exceeds the criteria.

Monitor and Measure

Evaluators should keep detailed records of all evaluation scoring, including social impact criteria, and be prepared to provide explanations for their rationale should they be required to conduct a debriefing. Records should be filed in the procurement file with all other documents.

Performance monitoring of all contracts is required by CPPM 6.3.6 (c). Monitoring social impact purchasing obligations is important to ensure that in addition to the satisfaction of deliverables generally, the social impact deliverables are also being met. It is recommended that, in addition to information provided in proposals, contractors provide a final report listing specific social impacts realized through the term of the contract.

Gender-Based Analysis Plus (GBA+): Q&A



Gender Equity Office

1. What is GBA+?

- GBA+ is an analytical tool used to assess how diverse groups of women, men and non-binary people may experience policies, programs and initiatives. The “plus” in GBA+ acknowledges that GBA goes beyond biological (sex) and socio-cultural (gender) differences. We all have multiple identity factors that intersect to make us who we are; GBA+ also considers many other identity factors, like race, ethnicity, religion, age, and mental or physical disability.
- GBA+ was developed by the federal government and adapted for the B.C. context.

2. Why is the B.C. government implementing GBA+?

- GBA+ is being implemented across the BC Public Service to ensure that government budgets, policies and programs serve the unique needs of ALL British Columbians, regardless of their gender, race, class, sexual orientation or other identify factors.
- The implementation of GBA+ is a way to implement the Parliamentary Secretary for Gender Equity’s mandate letter commitment of ensuring that gender equity is considered as part of policy, budget, and program development processes.
- The majority of provinces and territories and the federal government use a form of gender-based analysis for policy and decision-making. Only Nunavut and NWT do not use gender-based analysis.
- Internationally, 160+ governments and international/regional institutions have made using a tool like GBA+ a key component of their policy-making process.

3. Q: What is the difference between GBA+, Diversity and Inclusion Action Plan, and the Draft 10 Principles?

- The Diversity and Inclusion Action Plan is a workforce initiative aimed at increasing the representation of under-represented groups in the public service and creating a more inclusive work environment. The Draft 10 Principles and GBA+ are tools designed to guide and inform the substance of the work that we do in the public service (policy, programs and services) for the benefit of all British Columbians.
- All three initiatives are mutually reinforcing.

In an effort to help further clarify the complementarity of these initiatives, please consider the following:

- *Diversity and Inclusion Action Plan*

Launched in the fall of 2017, the Diversity and Inclusion Action Plan is an internal public service workforce initiative led by the Public Service Agency. The Action Plan contains 15 actions that can be grouped into two categories: Diversity and Inclusion. “Diversity” actions are designed to increase the representation of under-represented groups in the public service, to ensure that the public service workforce reflects the diversity of the population that we serve. “Inclusion” actions are designed to build a more inclusive public service work environment, one in which diverse British Columbians are welcome and empowered to contribute to their full potential.

- *Draft 10 Principles*

The Draft 10 Principles are an important tool for reconciliation with Indigenous Peoples that was distributed to all public servants by Don Wright on May 22, 2018. The draft principles are a resource to help guide all public service employees as we continue to build relationships with Indigenous Peoples based on respect and recognition of inherent right. They will also guide our work to implement the United Nations Declaration on the Rights of Indigenous Peoples, the Truth and Reconciliation Commission of Canada: Calls to Action and recent direction from the courts – part of every ministry’s mandate

- *Gender-Based Analysis Plus*

Gender-Based Analysis Plus (or GBA+ for short) was launched across the public service by Don Wright on October 2, 2018. GBA+ is an analytical tool used to assess how diverse groups of people may experience policies, programs and initiatives. The “plus” in GBA+ acknowledges that this goes beyond biological (sex) and socio-cultural (gender) differences. It also considers many other identifying factors like race, indigeneity, ethnicity, religion, age, sexual orientation, and mental or physical disability. The implementation of GBA+ will allow for a broader assessment of how different men, women, and gender-diverse British Columbians of all ages may experience policies, programs and initiatives.

4. *Why is it called “Gender-based Analysis”? Shouldn’t it be called “Diversity Analysis”? Why is there an emphasis on gender?*

- There are two reasons this is called “Gender-based Analysis +” – a practical reason and a theoretical reason:
 - Practical reason – GBA+ is an established tool with free online training, resources and templates that are readily available for public servants. Using an existing tool means not only are there established resources that are readily available and an evaluation framework to measure

results and compare these across jurisdictions, but it also has credibility from its application by other jurisdictions;

- Theoretical reason – Gender inequalities are persistent in B.C. and Canada. Taking an intersectional approach means that we layer other factors on top of gender to understand diverse experiences.
- In addition to sex and gender, GBA+ considers all identity factors, such as race, ethnicity, religion, age and mental and physical disability. Once an issue has undergone the GBA+ process, gender may emerge as the most important factor, while in other cases it might be any or a combination of factors that influence a person's experience of a government policy, program or initiative.

5. *Doesn't gender equality already exist?*

- No. There has been very slow progress in terms of gender equality since the 1990's. Women are over-represented in under-privileged groups and the disadvantages are more severe for indigenous women, racialized women, women with disabilities and LGBTQ2S+ individuals.
- Below are statistics pertaining to gender inequality in three areas:

I. Political and Economic Empowerment

- The Gender Pay Gap in B.C. is the third highest in Canada at 22.6%.¹
- Women represent 62% of the minimum wage workforce in B.C.²
- 40% of children in female lone parent families live in poverty in B.C. This is compared to 7.8% in dual parent families.³
- The Minerva Foundation reports that among B.C.'s Top 50 Companies in 2018, women held only 22% of private board member seats. Only 2 out of 267 seats were held by Indigenous women.⁴

II. Systemic Barriers to Gender Equality

- LGBTQ2S+ individuals continue to face social stigma and exclusion. According to a national survey, 2/3 survey respondents reported self-harm and reported discrimination because of their gender identity.
- 44% of Canadian women have experienced sexual harassment in the workplace.⁵
- 81% of all illicit opioid overdose deaths in B.C. were among males in between the ages of 19-59.⁶

¹ Conference Board of Canada. 2016.

² Statistics Canada, Market Basket Measure 2016.

³

⁴ The Minerva Foundation – 2018 B.C. Scorecard

⁵ Survey. Harassment and Sexual Violence in the Workplace: What We Heard. Employment and Social Development Canada.

⁶ 2018. Report to the Chief Coroner of British Columbia. B.C. Coroner's Death Review Panel: A Review of Illicit Drug Overdoses.

III. Gender-Based Violence

- Over 50% of women in B.C. have experienced physical or sexual violence.⁷
- Indigenous women are 3.5 times more likely than non-indigenous women to experience violence. The homicide rate is 7 times higher.⁸
- Every 2.5 days a woman or girl is killed in Canada because of their gender.
- Of every estimated 1,000 sexual assaults: 33 are reported and 3 lead to convictions.⁹
- More than 40% of reported sexual assaults are among youth under the age of 18.

6. What about the inequality that men experience as a result of these kinds of program? Is this not reverse discrimination?

- We all want our children, regardless of their gender, to be able to reach their full potential without facing discriminatory barriers or feeling undervalued. Gender-based analysis plus is not about replacing the dominance of one group with the dominance of another, it's about creating greater equality for all.
- Damaging gender norms continue to impose a cost on women *and* men. If the cultural definitions of masculinity continue to emphasize dominance and power over compassion and respect, everyone loses. For women, we see the costs of toxic masculinity in continued abuse, mistreatment, and disrespect. For men, toxic masculinity can lead to homophobia, higher rates of mortality, and lower life expectancy for men as compared to women.¹⁰
- While men do experience barriers related to constructions of masculinity, the majority of gender-based inequality/discrimination is born by women and gender-diverse individuals.
- There is a misperception that the sharing of political and economic power is a zero-sum game. Giving more power and resources to some does not mean that power and resources are taken away from others. In fact, investing in women and increasing their power pays dividends for all. The McKinsey Global Institute estimated in 2017 that advancing women's equality in B.C can add \$21.2 billion dollars in GDP growth by 2026.

⁷ Statistics Canada, *The Violence Against Women Survey, The Daily, November 18, 1993 and Demography Division, Statistics Canada, Ottawa. Prepared and presented by: BC Stats, Service BC, Ministry of Citizens' Services, Victoria.*

⁸ Native Women's Association of Canada. Stats Canada data. 2004 General Social Survey

⁹ Johnson, "Limits of a Criminal Justice Response: Trends in Police and Court Processing of Sexual Assault," in *Sexual Assault in Canada: Law, Legal Practice and Women's Activism*, 2012. YWCA Canada.

¹⁰ <https://unfoundation.org/blog/post/progress-toward-gender-equality-backlash-resistance/>

7. *Who is expected to do this work? I already have enough on my plate as it is. Are there going to be additional resources allocated to this initiative?*

- GBA+ is a method of analysis that will be incorporated into existing government processes for decision-making, budgeting, and delivering programs and services. As such, costs for implementing GBA+ will be managed by ministries within their existing budgets.
- GBA+ is in alignment with the B.C. Public Service's Standards of Conduct:
 - "BC Public Service employees must provide service to the public in a manner that is courteous, professional, *equitable*, efficient, and effective."
 - "Employees must be sensitive and responsive to the changing needs, expectations, and rights of a *diverse public* in the proper performance of their duties."
- GBA+ is not an add-on, it should be incorporated into the work that you are already doing. In essence, GBA+ is about asking some additional/different questions throughout the phases of your existing work.

8. *This is all very interesting, but not relevant to my ministry/area of work ...*

- All government policies and programs affect people. While gender and diversity issues may be more obvious in some areas, such as education and health, and less obvious in others, such as natural resources and defence, this does not necessarily mean that gender is not relevant. GBA+ can and has been used in all sectors and domains.
- In other jurisdictions, gender-based analysis has been used for decades to inform government investments, policies and programs in such diverse areas as:
 - climate change adaptation
 - child welfare
 - natural resource extraction
 - transportation
 - social assistance
 - housing
 - etc.

9. *GBA+ is the flavour of the month – why should I invest my time and energy into something that is not going to last?*

- The foundations for gender-based analysis stem back to the 1995 United Nations Beijing Declaration and Platform for Action where a number of national governments, including Canada, committed to implementing gender-based analysis across all federal departments.

- Since 1995 there has been sustained action, under both the federal Liberal and Conservative governments, to implement gender-based analysis.
- In B.C., it is the Deputy Ministers, not elected officials, who are responsible and accountable for GBA+ implementation. GBA+ is a public service initiative, not a political initiative.

10. Where can I find data that is relevant to GBA+? What if there is no data available?

How can I still do GBA+?

- The Integrated Data Division (IDD) has compiled an inventory of all data holdings that are disaggregated by sex/gender and other identity factors across government. This GBA+ Data Inventory is available through all ministry GBA+ Leads and Alternates and the IDD.
 - DataBC is working to incorporate the GBA+ Data Inventory into the BC Data Catalogue. Once complete the GBA+ Data Catalogue will be available through DataBC to all public servants (*forthcoming*).
- If data are not available, it is important to highlight data gaps. This can be done in your Cabinet and Treasury Board submissions. It is also encouraged that you take the identified data gaps to your GBA+ Leads/Alternates and to the Integrated Data Division. Part of the process of GBA+ is to highlight where data gaps exist and take steps to improve the quality and availability of disaggregated data across government.
- GBA+ encourages you to challenge assumptions and think outside the box. If program level data are not available, seek out other data sources. For example, Statistics Canada has a new [Gender, Diversity, and Inclusion Statistics Hub](#) with accessible and disaggregated data. Other data sources include:
 - Academic research
 - Research/data from other jurisdictions to use as proxy
 - Qualitative research (focus groups, surveys, consultations, etc.)
 - International organizations (McKinsey Institute, United Nations, International Labour Organization, etc.)

11. Where do I find GBA+ resources?

- The [Gender Equity Page](#) on @Work has the essential GBA+ resources, including templates to guide your work, reports, and case studies.
- Each Ministry has a GBA+ ADM Lead and Alternate that are responsible for GBA+ implementation and have access to all GBA+ resources.

INFORMATION NOTE

Advice to Minister Sims

DATE: May 9, 2019 August 27, 2019

CLIFF#: 111552

ISSUE: Revenue Management Transformation

BACKGROUND:

- In 2004, the Ministry of Finance (FIN) outsourced a suite of revenue management and information technology (IT) services to EDS Advanced Solutions Inc., now known as ESIT Advanced Solutions Inc. (ESIT-AS), as part of a Master Services Agreement (MSA).
- The MSA includes Medical Services Plan (MSP) Premiums Services, Payment and Document Processing Services, Call Centre Services, Collection Services and IT Support for applications.
- The MSA ends on March 31, 2020 and may be extended for one year; it's estimated value is \$1.2 billion over the 16-year period.
- Government announced in 2018 that eligible British Columbians will no longer be required to pay MSP premiums as of January 2020.
- The elimination of MSP impacts the volume and scope of both the Revenue Services and IT Services required in the future.
- As outlined in the *2018 BC Procurement Strategy*, government has committed to deploying a new analysis process for large strategic contracts. This approach was presented to cabinet in June 2018.
- FIN, working closely with the Procurement and Supply Division (PSD), included three potential future sourcing options within their approved business case:
 - 1) Outsource Model – Services are performed by third party service providers.
 - 2) Insource Model – Services are performed primarily within FIN and supported by two small procurements.
 - 3) Hybrid Model – Services are performed by a mix of internal and external resources.
- FIN is requesting that Treasury Board approve the Insource Model.
- FIN is seeking approval to negotiate a change order for the existing contract with ESIT-AS to reflect the elimination of MSP premiums and the associated impacts on the volume and scope of services.
- Once this change order is complete, FIN will then proceed with a one-year contract extension as outlined in the MSA. The contract extension must be in place by September 30, 2019.
- FIN is preparing a Treasury Board (TB) Submission in May 2019 and is seeking funding to enable the extension negotiation and transition to decreased volume and scope of services.
 - Up to \$65 million to fund the services for 2020/21 as well as an additional \$10.9 million for transition.
 - As a result of the change order, FIN anticipates a cost reduction of \$6-\$8 million in 2020/21.
- FIN anticipates returning to TB by early 2020/21 to seek ongoing funding for the services.
- Key Dates:
 - FIN Minister briefing: 02-May-2019 (Complete)
 - TB Presentation: Week of 06-May-2019
 - TB Minute: 15-May-2019 (Target)
 - Minister updates/materials (CITZ and FIN): 15-May-2019 (Target)
 - Communication to ESIT-AS, BCGEU and Staff: Before 07-June-2019 (Target)
 - Negotiations start: Once above steps completed.

DISCUSSION:

- FIN has engaged the appropriate central agencies and levels of governance, including the Deputy Ministers' Council on Procurement and Strategic Contracts (DMCPSC).
 - The approach to labour as a result of insourcing will reflect any direction from DMCPSC.
- The proposed sourcing model is aligned with the new *BC Procurement Strategy* by ensuring:
 - Seamless transition for citizens, businesses and client ministries.
 - Effective wind-down of MSP premiums.
 - Maintain or improve current effectiveness of billing, payment & document processing, and collections of other debt.
 - Avoids procuring services in a single large bundle and enables smaller procurements for specialized services (one for specialized IT services and a second for late stage collection services).
- Key aspects of the approach include:
 - Transition revenue services back to the Province to leverage services currently undertaken internally – billing, document and payment processing, and collections.
 - Leveraging existing internal tax systems and IT support contracts with FIN.
 - A centralized "Bill – Pay – Collect" model may enable FIN to offer services more broadly within Government.

SUMMARY:

- FIN is seeking \$75.9 million in funding for 2020/21 from TB in May 2019.
- The 1-year extension approach will ensure that the current contract appropriately supports MSP wind-down and employee transitions into government are well-managed.
- The proposed sourcing model supports the new *BC Procurement Strategy* and government strategic direction.

Attachment(s): None

Contact: Steve Bradbury, Director, Strategic Partnerships Office, 778 698-2341