

DECISION NOTE

Advice to Minister Kang

DATE: May 4, 2020

CLIFF#: 113107

ISSUE: Naming Opportunity

BACKGROUND:

- A potential naming opportunity (Appendix 1) has been submitted by the Fraser 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 donor (Appendix 2) was conducted by Intellectual Property Program staff s.22
s.22

DISCUSSION:

"Joseph Chung Pediatric Oncology Unit"

- A request to name the Oncology Diagnosis/Treatment Room located within the Children's Health Centre at Surrey Memorial Hospital in Surrey.
- In recognition of a total financial contribution of \$1,000,000.
- s.21

Honouree: Joseph Chung (deceased, 2012)

- An inspiration to his parents, Joseph lived with autism and severe seizure disorder until his tragic death in a swimming pool accident at the age of 32.

s.21; s.22

Donors: Drs. Peter and Stephanie Chung (parents of the honouree).

s.21; s.22

s.21; s.22

OPTIONS:

Option 1: Approve the naming opportunity.

Implications:

- The health authority/hospital foundation will benefit from the financial contribution and reduce the amount of funding they require from government for programs and services.
- The donor will receive the naming opportunity to recognize their financial contribution.

Option 2: Do not approve the naming opportunity.

Implications:

- The donor does not receive a naming opportunity to recognize their financial contribution.
- s.13

RECOMMENDATION: Option 1: Approve the naming opportunity.

(please circle)

APPROVED

NOT APPROVED

OPTION 1



Anne Kang
Minister

May 29, 2020

Date Signed

Attachment(s): Appendix 1 – Joseph Chung Pediatric Oncology Unit Request Form
Appendix 2 – Summary and Scan Results – Chung

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):

Joseph Chung Pediatric Oncology Unit

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

No logo will be used on the signage.

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.)?

Press release was sent to major media outlets in BC.

Social media announcement

Surrey Hospital Foundation website (under stories and events)

The following media outlets covered the story: CTV, Global, Asian Journal, Ming Pao Chinese Newspaper, Georgia Straight, Omni TV, Van Cho Sun.

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.):

The asset is the oncology diagnosis/treatment room located within the Children's Health Centre at Surrey Memorial Hospital's south building which is located at 13750 96th Ave, Surrey, V3V 1Z2. The oncology section within the Children's Health Centre is a separate room which is just under 1,800 sq. ft. in size. It will contain 3 beds where up to 100 children annually will receive cancer treatment and follow-up care.

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

The naming has been approved by the Foundation's President and CEO, the hospital's Executive Director and Fraser Health's Executive Team.

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; s.22
- 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.
N/A

PART 2 - BENEFACTOR INFORMATION

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

Dr. Peter Chung
s.21; s.22

Dr. Stephanie Chung
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:

The asset is to be named in honour of Dr. Peter and Dr. Stephanie Chung's son, Joseph Chung
s.21; s.22 Joseph, the oldest child of the Chung family
lived with autism and a severe seizure disorder.s.21; s.22
s.21; s.22

Unfortunately, he died tragically in a swimming pool accident at the age of 32. 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.

<p>An event to announce the gift was held on Dec 11, 2019 starting at 0800 at Surrey Memorial Hospital. The event included a live 5-minute interview with Dr. Chung on CTV's Breakfast Television show. Two hours later, a press conference was held at the hospital near the Children's Health Centre to announce the gift as well as put forward the call to the community to support the final push to complete the \$6M Children's Health Campaign. Dr. Victoria Lee, President and CEO of Fraser Health Authority and Jane Adams, President & CEO of Surrey Hospital Foundation spoke as did a patient family who are currently receiving oncology treatment in the pediatric oncology unit.</p> <p>When construction is complete and assuming this naming is granted we will host a small reception for the donor to unveil and celebrate the naming and completion of the unit.</p>
<p>2. Any additional information that the Naming Committee should be aware of:</p> <p>This \$1M donor opportunity was made available to the entire donor community via our website, social media and other marketing materials.</p>
<p>3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address):</p> <p>Linda Dempster, RN, BScN, MA Vice President, Patient Experience Fraser Health Authority Suite 400 – Central City Tower 13450 102 Ave, Surrey, BC V3T 0H1</p> <p>Linda.Dempster@fraserhealth.ca</p> <p>(604) 587-7868</p>
<p>Please attach the formal letter of commitment or contractual arrangement with the benefactor.</p>

SIGNATURE OF REQUESTOR



Dr. Victoria Lee
President & CEO



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

CORPORATE POLICY, STANDARDS and PROCEDURE

Copyright

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GUIDELINES FOR FRASER HEALTH DONOR NAMING OPPORTUNITIES

Design and Size Standardization

Revised November 2014



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s.22

DECISION NOTE

Advice to Minister Kang

DATE: May 4, 2020

CLIFF#: 113108

ISSUE: Naming Opportunity

BACKGROUND:

- A potential naming opportunity (Appendix 1) has been submitted by the British Columbia Institute of Technology under the Naming Privileges Policy that falls within the decision-making authority of the Minister of Citizens' Services.
- An online search of the donor (Appendix 2) was conducted by Intellectual Property Program staff and no negative news issues with the donor was found.

DISCUSSION:

"Transoft Solutions Inc."^{s.21}

- A request to name^{s.21} located at British Columbia Institute of Technology^{s.21}
- In recognition of a total in-kind contribution (Transoft proprietary software) valued at \$1,085,400.

^{s.21}

- The donor is: Transoft Solutions Inc. (Transoft).
- Transoft develops and supports innovative and timesaving CAD-based software for engineers, architects, and drafters for their civil and infrastructure design and planning needs.
- Each of Transoft's products are specific to certain areas of the road design process:
 - AutoTURN – used to show the "swept-path" of a turning vehicle as they navigate around a corner, helping designers decide how wide a road should be and the placement of curbs
 - NEXUS – used to design intersections that accommodate all turning movements and pedestrian crosswalks
 - TORUS – used to design roundabouts at intersections
- Transoft's products have become the de facto standard of the departments of transportation in many state and national agencies throughout the world that makes the company a leader in their field.
- Celebrating 25 years of providing innovative engineering software and extraordinary client services and support, Transoft is committed to maintaining the highest level of ethics and professionalism.
- Transoft is committed to leveraging their internal expertise as well as industry relationships to support training and demonstrations at BCIT.

- Many BCIT alumni work at Transoft in a variety of areas (sales, engineering, marketing and human resources).
- Transoft has provided BCIT with \$3,500 in awards and bursaries funding to be disbursed over seven years^{s.21}

s.21

OPTIONS:**Option 1:** Approve the naming opportunity.*Implications:*

- The institution will benefit from the in-kind contribution and reduce the amount of funding they require from government for programs and services.
- The donor will receive the naming opportunity to recognize their financial contribution.

Option 2: Do not approve the naming opportunity.*Implications:*

- The donor does not receive a naming opportunity to recognize their financial contribution.

• s.13

RECOMMENDATION: Option 1: Approve the naming opportunity.*(please circle)***APPROVED****NOT APPROVED****OPTION: #1**


Anne Kang
Minister

May 25, 2020

Date

Attachment(s): Appendix 1 – Transoft Solutions Inc^{s.21} Request Form
Appendix 2 – Summary and Scan Results – Transoft

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): Transoft Solutions Inc.^{s.21}
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).^{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.):

s.21
6. Description of your internal approval process(es) for the naming opportunity:

Approval of Dean School of Construction & the Environment
Approval of Executive Director of BCIT Foundation
Approval of Vice President of Advancement
Approval President of BCIT
7. a) Dollar value of the donation to be associated with the naming opportunity: \$1,085,400.00

b) Has the donation been received? Yes

c) Date and amount paid for each received payment:

s.21

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

s.21

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.

s.21

Transoft Solutions has donated a number of different pieces of road design software including the products AutoTURN, NEXUS, and TORUS. Each of these products is specific to certain areas of the road design process:

- AutoTURN – used to show the “swept-path” of a turning vehicle (e.g. large trucks) as they navigate around a corner. This helps a designer decide on how wide a road should be and the placement of curbs.
- NEXUS – used to design intersections. The user will input lane configurations, lane widths, and vehicle characteristics and the software will help the user to design an efficient intersection that will accommodate all turning movements and pedestrian crosswalks.
- TORUS – similar to NEXUS, but used to design roundabouts at intersections.

PART 2 - BENEFACTOR INFORMATION

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

Transoft Solutions Inc.

- Transoft Solutions develops state-of-the-art technologies for AEC design professionals. Whether you are designing a new road or highway corridor, mixed-use facility, intersection, site plan, or retro-fitting an existing parking lot, their software can help you complete it confidently and efficiently.
- Celebrating 25 years of providing innovative engineering software with extraordinary client services and support.

ABOUT TRANSOFT SOLUTIONS

- Transoft Solutions develops and supports innovative and timesaving CAD-based software for engineers, architects, and drafters for their civil and infrastructure design and planning needs.
- Transoft's products have become the de facto standard of the departments of transportation of many state and national agencies throughout the world – a level of success that clearly makes them a worldwide leader in their field.

<p>VISION</p> <ul style="list-style-type: none"> To empower professionals to create and operate safe and efficient transportation infrastructure. <p>MISSION</p> <ul style="list-style-type: none"> To build the world's most trusted, innovative, and intelligent transportation software and to provide outstanding service for their users. <p>PURPOSE</p> <ul style="list-style-type: none"> Their purpose as a software company is to provide transportation professionals with productivity-enhancing tools that professionals can trust, giving them the confidence to plan, design, build, operate, and maintain safe and efficient roads, ports, airports and rail systems. As they continue their journey towards becoming one of the world's leading provider of transportation engineering and planning software, they are committed to maintaining the highest level of ethics and professionalism at every engagement. They will be mindful of their people, offering them exciting work and an enjoyable workplace, and they will do their part to make the global community a better place to live in.
<p>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: N/A</p>
<p>3. If the financial contribution is provided by a commercial benefactor, please provide details of the process used to select the benefactor:</p> <ul style="list-style-type: none"> Transoft first reached out to the school and then the Foundation to inquire about supporting awards back in 2015. BCIT's Civil Engineering program was purchasing and utilizing Transoft's software prior to the donation in 2017. There are many BCIT alumni who work for Transoft in a variety of areas (sales, engineering, marketing and human resources) and one alumni in particular who works in sales for Transoft and is an alumni of our School of Business, was aware that the software was being used by the school and connected with the school and Foundation regarding donating the software. The recognition being offered to Transoft is consistent with what would be offered to any donor at this level of giving.
<p>PART 3 - OTHER</p>
<p>1. Is there a public announcement or event planned? If yes, please include the date/time and any available particulars.</p> <p>A small event will be planned pending approval of naming opportunity in the spring of 2020.</p>
<p>2. Any additional information that the Naming Committee should be aware of: No</p>
<p>3. Entity submitting the request, such as Health Authorities, Foundations, Institutions etc. (please include contact name and title, address, telephone and email address):</p>

BCIT Foundation
Kimberly Harmsen
Associate Director, Annual Giving & Stewardship
3700 Willingdon Ave
Burnaby, BC V5G 3H2

604-451-6902
kharmsen@bcit.ca

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

SIGNATURE OF REQUESTOR



March 27, 2020

Name & Title

Date

Kimberly Harmsen
BCIT Foundation
Associate Director, Annual Giving & Stewardship
3700 Willingdon Ave
Burnaby, BC V5G 3H2

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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Contribution Agreement Brief

Donor: Transoft Solutions Inc.

RE: Contribution of \$1,085,000M in Gift in Kind and Value in Kind

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s.21

Gift-in-Kind CONTRIBUTION AGREEMENT

For: **Transoft Solutions Inc.**

Donor Contact: Thomas Partridge
Customer Engagement Manager, Corporate Marketing
t.partridge@transoftsolutions.com
604.244.8387 ext 2738

Prepared by: **BCIT Foundation**

Foundation Contact: Kimberly Harmsen
Associate Director Annual Giving & Stewardship
Kharmsen@bcit.ca
604.4516902

School Contact: Paul Thurston
Program Head, Civil Engineering
Paul_Thurston@bcit.ca
604-451-6852

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Naming Privileges

Policy No.:	3002
Category:	Foundation and Industry Liaison
Approving Body:	Board of Governors
Executive Division:	Development
Department Responsible:	Development
Current Approved Date:	2009 Jul 20

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INFORMATION NOTE

Advice to Minister Kang

Date: May 5, 2020

CLIFF#: 113124

ISSUE: Update on Negotiations with Musqueam, Squamish and Tsleil-Waututh Nations on Surplus Land Dispositions in Metro Vancouver

BACKGROUND:

s.16

The MST Nations' commercial enterprise, MST Development Corporation, has become a major real estate developer in Metro Vancouver. The MST Development Corporation is full or part owner with a private real estate developer, Aquilini Investment Group, in six prime development properties in Metro Vancouver, covering more than 160 acres and valued at more than \$1 billion. Four of these properties were purchased from the Province through earlier negotiations between 2014 and 2017; others were acquired from the Federal Government in partnership with the Canada Lands Company. In addition, each of the MST nations individually own, or are partners in, other properties around Vancouver and Squamish.

s.16; s.17

DISCUSSION:

s.16; s.17

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s.16 ; s.17

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s.14 ; s.16 ; s.17

INFORMATION NOTE

Advice to Deputy Minister

DATE: May 20, 2020

CLIFF#: 113156

ISSUE: Office of Auditor General Audit on IT Asset Management

BACKGROUND:

In August 2016, the Office of the Auditor General (OAG) announced plans to conduct an audit on Information Technology Asset Management: Cybersecurity Controls. The OAG later delayed the audit several times; however, it is now active again. The OAG has worked with ministries and the Office of the Chief Information Officer since March 2019 to ensure findings and recommendations are accurate. The latest estimate for when the final report will be published is October 2020.

DISCUSSION:

The Office of the Auditor General (OAG) announced plans to conduct an audit on Information Technology Asset Management: Cybersecurity Controls in August 2016. The audit will determine whether government is performing asset management in a way that maintains the security of sensitive government information.

The OAG selected five ministries to participate in the audit: Ministry of Citizens' Services, Ministry of Finance (including agencies), Ministry of Health, Ministry of Education, and Ministry of Forest Lands and Natural Resource Operations and Rural Development.

The OAG issued preliminary findings in March 2019 and has worked with ministries and the Office of the Chief Information Officer (OCIO) since then to refine findings and recommendations and each revision incurs additional delay. The OCIO and some ministries have received the completed findings and recommendations. OAG is working on a draft of the public report and will provide it to the OCIO for feedback. It is expected that OCIO will be asked to lead the response and remediation of the audit on behalf of government. It is expected that the audit recommendations will apply to all ministries, not only the five selected to participate in the audit. The final report is expected to be published October 2020.

NEXT STEPS:

OAG will develop and provide a draft of the public report. OCIO will return feedback to be incorporated in the public report. The public report is expected to be published October 2020.

Attachment(s): Attachment 1 - Summary of Audit Recommendations.docx
Attachment 2 - Final Draft_DPFR_IT Asset Mgmt_OCIO ES ver11 GP.pdf

Contact: Gary Perkins, Executive Director, Information Security Branch, 250-387-7590

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s.3

DECISION NOTE

Advice to Deputy Minister

DATE: May 20, 2020

CLIFF#: 113190

ISSUE: Approval of 2019 Ministry of Citizens' Services Carbon Neutral Action Report

BACKGROUND:

Through BC's carbon neutral program requirements legislated under the Climate Change Accountability Act (formerly the Greenhouse Gas Reductions Target Act), all public sector organizations (including each ministry) is required to complete an annual Carbon Neutral Action Report (CNAR) that is submitted to the Ministry of Environment's Climate Action Secretariat (CAS) for publication.

A senior executive from each public sector organization is also required to approve and sign-off on their CNAR before submittal to CAS. The CITZ CNAR (Attachment 2) is a consolidation of seven divisional CNARs, with approval due from the Deputy Minister's by the end of May. At least one representative (Attachment 1) from each division of CITZ assisted in the development and delivery of this year's CNAR content and obtained Assistant Deputy Minister approval of their respective divisional climate actions. Approval of Divisional CNARs has been received from seven CITZ ADMs on their respective portions, including approval from the corporate sponsor, Real Property Division's ADM, for relevant documents.

Once approved by the DM, the report will be submitted to CAS, who will draft a single, comprehensive provincial CNAR, and release it to the public by end of June as required under legislation. Past CNAR reports for Core Government can be found on the BC Government's public-facing internet.

DISCUSSION:

The current government has a heightened climate action mandate requiring a stronger, concerted effort across the Ministry. The in-scope government greenhouse gas emissions include building operations (e.g., heating, cooling, lighting, plug load, computers, peripherals, multi-functional devices), fleet (e.g., light duty cars, trucks, heavy duty vehicles), office supplies (e.g., paper) and business travel.

Given the programs and services provided by CITZ to other ministries, the CITZ CNAR includes climate action activities related to: services provided by CITZ to ministry clients (e.g., energy efficiency attained through occupant engagement campaigns, optimizing building operations, information management and technology initiatives, building retrofits); and efforts to reduce greenhouse gas emissions related CITZ operations (e.g., reducing space requirements for CITZ staff, lower emissions resulting from the use of its vehicle fleet, reduction in paper consumption and business travel associated with CITZ operations).

Through its operations and financial decisions, CITZ has management influence over the majority of core government greenhouse gas emissions. Management decisions driven by or in consideration of climate action requires dedicated champions within key lines of business that can most significantly impact government emissions.

OPTIONS:**Option 1:** Approve the 2019 CNAR (Attachment 2)*Implications:* CITZ shall meet the mandated requirements under the *Climate Change Accountability Act*.**Option 2:** Approve the 2019 CNAR with changes to basic content if/as requested by DM (Attachment 1).*Implications:* CITZ shall meet the mandated requirements under the *Climate Change Accountability Act*.**Option 3:** Do not approve the 2019 CNAR (Attachment 2).*Implications:* CITZ shall not meet the mandated requirements under the *Climate Change Accountability Act*.**RECOMMENDATION:***(please circle)***APPROVED****NOT APPROVED****OPTION 1****Jill Kot****Deputy Minister**May 21, 2020**Date**

Attachments:

Attachment 1 – List of CITZ Carbon Neutral Action Report Divisional Representatives

Attachment 2 – CITZ Carbon Neutral Action Report – 2019

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

List of CITZ Carbon Neutral Action Report Divisional Representatives – 2019

Representative	Title	Division
Lisa Perkins	Director, Project and Business Services	Office of the Chief Information Officer
Sherri Kain	Director of Corporate Planning and Reporting	Corporate Services
Ruth Lau Siemers	Director, Procurement	Procurement and Supply
Mirella Standbridge	Director, Divisional Operations	Corporate Information & Records Management Office
Jeremy Moss	Director, Strategic Initiatives	Service BC
Melody Olsen	Manager, Divisional Operations	Government Digital Experience
Namrata Sheth	Energy and Climate Action Manager	Real Property Division

CARBON NEUTRAL ACTION REPORT SURVEY – MINISTRY OF CITIZENS’ SERVICES 2019

Public sector organizations (PSOs) complete this survey, along with the CNAR Overview, in accordance with BC’s *Climate Change Accountability Act* and the Carbon Neutral Government Regulation.

Next year, for the 2020 carbon neutral government reporting year, the name of this survey will change to the Climate Change Accountability Report Survey.

This survey is divided into two parts;

Part 1 is mandatory. It will be part of your organization’s public document (Carbon Neutral Action Report (CNAR)) and will be made available to the public on the Climate Action Secretariat website. This section collects details about actions taken or planned to reduce emissions and will be included as part of your carbon neutral government requirements under the *Climate Change Accountability Act* (Section 6 – Requirements for achieving carbon neutral status).

Part 2 will NOT be made public. Information you provide in this section is important and will be used internally to help Climate Action Secretariat staff with planning for emissions reduction and climate change adaptation initiatives. Although not required, PSOs are highly encouraged to complete Part 2.

PSO Deadlines

April 30 th , 2020	✓	Clean Government Reporting Tool Data Entry must be completed for the 2019 reporting year.
May 15 th , 2020	✓	Self-certification checklist* must be completed, signed and submitted by email to: Carbon.Neutral@gov.bc.ca
May 29 th , 2020	✓	The final, signed version of the Carbon Neutral Action Reporting (CNAR) Overview* must be submitted by email to: Carbon.Neutral@gov.bc.ca
	✓	The CNAR Survey must be completed and submitted online.
June 30 th , 2019	✓	Each public sector organization (PSO) is encouraged to post their CNAR report on their website.
	✓	Payments towards offset invoices should have been received by CAS.

*See the *Carbon Neutral Government – Program Requirements* website for more information on program requirements and timelines and to access the 2019 Self-certification and CNAR templates:

<https://www2.gov.bc.ca/gov/content/environment/climate-change/public-sector/carbon-neutral>

PART 1(mandatory)

Reminder that Part 1 is included as part of your public CNAR report.

Contact Name: Namrata Sheth (Primary Contact)

Contact Email: Namrata.Sheth@gov.bc.ca

Organization Name: Ministry of Citizens' Services

Role – Please select the best category for your current role with your organization. If more than one individual completed the survey, multiple categories may be selected:

- Energy Manager – Yes
- Fleet Manager
- Sustainability Coordinator
- Administrative Assistant
- Facilities/Operations Manager/Coordinator
- CEO/President/Exec Director
- Treasurer/Accounting
- Superintendent
- Other - Please Specify:

Please select your sector: School District (SD), Post Secondary (PS), Health (H), Crown (CR) – Core Government

Note: Information for this report was collected by more various teams in CITZ including Fleet Managers, Sustainability Managers, Administrative Assistants, Procurement Directors, Service Managers, Risk Managers, Directors, among others.

A. Stationary Sources (e.g. Buildings, Power Generators): Fuel Combustion, Electricity use, Fugitive Emissions.

1. Actions taken by your organization in 2019 to support emissions reductions from buildings

	Yes	No
a) Do you have a strategy to reduce emissions from stationary sources?	Yes	
b) Whether you have a strategy or not (1.a), briefly describe your organization's plans to continue reducing emissions from stationary sources:	See subsection 1-h.	
I. Over the medium-term term (1-5 years)	See subsection 1-h.	

II. Over the long term (6-10 years)	See subsection 1-h.
c) Please describe your strategy's goals (if any) related to <u>energy audits</u> .	
I. What % on average of your building portfolio has an energy audit completed each year (if any)?	Approximately 4% (Energy/GHG Options Analysis studies and Net Zero Ready Studies were completed at 17 buildings last year)
d) Please describe your strategy's goals (if any) related to building retrofits.	
I. What % on average of your building portfolio is retrofitted each year in the following categories (if any) - click here for further information:	
• Minor retrofits (e.g., low cost, easy to implement measures including caulking, lighting, adding roof insulation, etc.).	Approximately 5% (Recommissioning studies took place at 19 buildings last year)
• Major retrofits (e.g., replacing windows and doors, equipment replacement such as boilers, etc.)	Approximately 2% (This involved major retrofits on electrical and mechanical systems)
• Deep retrofits (e.g., replacing roof, replacing the heating, ventilation and air-conditioning system with a renewable technology like a ground-source heat pump, etc.)	Approximately 1% (Life cycle renewals including electrical, mechanical systems, roof and envelope upgrades)
e) Please describe your strategy's <u>re/retro-commissioning</u> goals (if any)?	
I. What % on average of your building portfolio do you recommission each year?	Approximately 5% (Recommissioning studies took place at 19 buildings last year)

f) Do you keep records of Refrigerant gases ¹ category and refilling volumes?	Yes	
I. If yes, have you quantified and reported the associated emissions?	No, out of scope.	
II. What, if any, mitigation approaches have been considered? Please describe.	<p>By far the most prevalent refrigerant is R22, which is not a reportable gas. It is not an HFC or PFC. The amount of fugitive emissions from reportable gases (e.g. R410A) are minimal, and far below the reporting threshold.</p> <p>Furthermore, R22 is being phased out, as per the federal ODS regulation, so as HVAC equipment is replaced or the refrigerant switched out with, e.g. R410A, then we can expect more reportable fugitive emissions in the future.</p>	
g) How many newly constructed buildings received at least LEED Gold certification in 2019?	Two newly constructed buildings; and both	

¹ Fugitive emissions from stationary cooling equipment are attributed to the leakage and loss of HFC and PFC based coolants from air conditioning and commercial type refrigeration systems. Coolant loss can occur during the manufacturing, operation, and disposal of such equipment. Gases that may be reported via CGRT include HFC R-134, HFC R-134a, HFC R-404a, HFC R-407c, HFC R-410a.

	achieved LEED Gold certification
i. How many newly constructed buildings did not receive LEED Gold certification?	NA
ii. Please explain why LEED Gold certification was not obtained for those new buildings.	
<p>h) Other actions? Please describe briefly.</p> <p>Buildings</p> <p>Background: Energy use and associated greenhouse gas (GHG) emissions are key strategies within the <u>Ministry of Citizens' Services (CITZ) Service Plan</u> and significant aspects under the Real Property Division's (RPD) ISO 14001 certified Environmental Management System (EMS). RPD manages a portfolio of over 1500 owned, leased and managed facilities spanning across more than 14 million square feet that are occupied by core government, and the broader public sector (BPS) organizations across the province. These buildings archetypes include offices, courthouses, correctional facilities, warehouses, and labs, among others.</p> <p>Energy management efforts have been long-standing in CITZ and its predecessor organizations for four decades. These efforts have resulted in more than 60% reduction in energy use intensity since 1970. In 2019, RPD publicly announced the <u>CleanBC Government Buildings Program</u>, a five-year plan with a triple bottom line objective to reduce building energy consumption and associated GHG emissions, along with improving occupant comfort and life-cycle return on investment.</p> <p>Targets: At RPD long-term energy consumption and GHG emissions reduction targets are driven by both: i. the EMS vision to achieve net zero energy consumption at provincial buildings beyond 2050; and ii. the CleanBC Plan's public sector leadership target to achieve 50% reduction in GHG emissions by 2030 relative to 2010 levels. In order to achieve the provincial reduction target with a steady progression, an internal management practice to reduce emissions by an average annual rate of reduction of 4% leading up to 2030 was introduced in 2018.</p> <p>Energy Management Framework</p> <p>Building emission reduction and energy efficiency efforts managed by CITZ fall into four categories: Behaviour, Operations, Programming & Infrastructure (BOPI) as described below:</p> <p>Behaviour Change Management Actions: Several behaviours change campaigns to encourage the BC Government's 26,000 public service staff to reduce energy use were delivered in 2019. Following are some of the key initiatives that were undertaken in 2019.</p>	

SAIL Award

In 2019, CITZ continued to deliver the Sustainability Action Innovation and Leadership (SAIL) Award. The SAIL Award recognizes employees who take the time to show leadership in advancing sustainability in core government operations. Each of the individuals and teams being recognized contribute measurably to the sustainability of core government operations. Since its launch, the Award has recognized 14 sustainability leaders and/or teams across ten ministries and agencies within core government.

In 2019, the recipients included Keleigh Annau from the Ministry of Citizens' Services, who was instrumental in the environmental stewardship of her workplace and has put considerable volunteer hours towards reducing energy consumption, increasing staff waste reduction and creating truly sustainable change; and Jonn Braman, with the Ministry of Municipal Affairs and Housing, who has overseen the purchase of fleet electric vehicles and encouraged adoption of electric vehicle charging stations in new developments; installed solar electricity to support EVs; and championed sustainability education for his staff, including LEED and Passive House principles.

Building Sustainability: SHIFT Speaker Series

This webinar series designed and developed for the Real Property Division bridges the gap between the objectives in the Environmental Management System and the organization's daily work. Participants learn directly from other organizations and jurisdictions about their experiences in the following areas:

- Zero Energy + GHG Emissions
- Zero Waste
- Sustainable Water Use
- Hazardous Waste
- Green and Regenerative Buildings

Energy Wise: Stay Cool Campaign

CITZ-RPD continues to participate in BC Hydro's Energy Wise Network. 2019's Stay Cool campaign encouraged BC Public Service employees to build sustainable habits and learn how to reduce our climate impacts. Between August 6-27 staff signed the Stay Cool pledge to reduce their energy use and their waste, and to help government meet its climate targets. The 2019 campaign was developed by the Real Property Division in partnership with service provider BGIS Workplace Solutions Inc. (WSI) and BC Hydro. Highlights include:

- Over 300 Pledges across 22 Ministries, including service provider participation
- 32 Ambassadors
- 5 training & support sessions
- 87 reusable water bottles distributed

- Co-op Student Leadership

Operations and Maintenance Actions

In 2019, RPD's outsourced facility management service-provider, BGIS-WSI was responsible to maintain and operate government's building portfolio and deliver projects under a Master Service Agreement. Since November 2014, a centralized team of BGIS-WSI technical experts in automated building controls, known as the DDC Unit, has been reviewing building operations and implementing re-commissioning measures as appropriate. Re-commissioning ensures building equipment and systems are operating optimally to meet current occupant needs. It also provides a rigorous investigation approach to identify problems and integration issues by identifying "low cost/no cost" operational improvements given the building's current usage to obtain comfort and energy savings. The DDC Unit calibrates building systems and works with field staff to bring building systems to their optimal performance, which has resulted in annual energy savings of approximately 4,350 GJ and GHG avoidance of approximately 160 tCO₂e at seven major buildings in 2019 alone.

Additionally, 19 building re-commissioning studies were initiated in 2019. These studies comprise of energy efficiency measures which will be implemented in the coming years to optimize building operations and materialize operational savings. The results from past recommissioning studies were implemented in 2019 at five buildings. Furthermore, DDC upgrades took place at several facilities, where obsolete control systems were replaced by modern building automation systems available in the industry.

Finally, continual improvement in energy performance is inherently built into facility management service contracts and forms part of the Performance Management Framework that governs these service contracts. Under this governance model, service providers have maintained a steadfast focus on energy management and have been successful at demonstrating established performance outcomes. Each year RPD and BGIS-WSI identify key strategic actions for the Energy Management and Conservation Strategy, with the objective to improve energy efficiency. A few key strategies this year were to enhance knowledge of building operators, advance heating ventilation and air-conditioning (HVAC) Best Practices within operations teams and conduct Level I energy audits at five leased buildings leading to identification of significant lighting improvement opportunities. Moreover, quarterly energy dashboard meetings with facility management service providers continue to reveal continual improvement opportunities through networking discussions and encouragement.

Program Based Actions

Leading Workplace Strategies

<p>Leading Workplace Strategies (LWS) is a cross-government initiative led by CITZ as endorsed by the Deputy Ministers' Committee on Technology and Transformation since July 2011. LWS refers to government's coordinated corporate approach to support and promote mobile and flexible work styles by integrating technology, culture and space in innovative ways. It includes mobility-based options such as free-address (shared) work space, collaboration spaces, and telework as part of the suite of options. The LWS initiative has enabled thousands of employees to work in more flexible and collaborative ways, taking advantage of mobile technology. LWS is now seen as the default approach for workspaces to support mobility and flexibility as per "Where Ideas Work: A Corporate Plan for the BC Public Service, 2016."</p> <p>2019 Update²</p> <p>Leading workplace projects have now been completed for 15 different ministries or organizations across the province in 34 leading workplace projects have been completed across government in 19 different buildings:</p> <ul style="list-style-type: none"> • Over 60,400 m² of office space has been upgraded while reducing our portfolio by over 39,800 m² • Over \$13.0M (\$11.9M Net) in building occupancy costs (BOC) are now saved annually with a total of over \$50.6M (\$41.7M Net) in savings at the end of 2019 • 625,924 kilograms³ (405,711 Net) of greenhouse gas emissions will be reduced each year based on lease terminations alone, with over 2,794 tonnes (1,986 Net) of greenhouse gas emissions reduced to date. This is the equivalent of having 588 fewer cars⁴ (423 Net) on the road • 4,739 employees are working in a leading workplace, of which 45% of employees are working in a mobile workstyle using IT, wireless and remote access services • 27 more leading workplace projects are currently underway throughout BC <p>Ten LWS projects were completed during 2019 including projects for Ministry of Children and Family Development at 9180 King George Blvd. and 15117 101 Ave Surrey as well as 1978 Cliffe Ave in Courtenay, the Ministry Social Development and Poverty Reduction at 9180 King George Blvd. in Surrey 4601 Canada Way in Burnaby 5777 Elmbridge Way in Richmond and Plaza 400 in Prince George, the Ministry of Energy Mines and Petroleum Resources at 1810 Blanshard in Victoria, Attorney General at 605 Robson in Vancouver, the Ministry of Citizens' Services at 976 Mears in Victoria, and a multi-ministry project at 800 Johnson in Victoria for Advanced Education, Skills & Training, Jobs, Economic Development & Competitiveness and Tourism, Arts & Culture.</p>	
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² All LWS projects completed, with metrics available, since the last CNAR report. As there are often various leases and circumstances lease drops and or net new leases may have been added and or dropped well before or after the project finish date.

³ GHG emissions have been estimated by using the Office GHG emission intensity in RPD's building portfolio.

⁴ Estimated using Natural Resource Canada's GHG equivalency calculator

LWS - Service Delivery

Increased mobility and associated tools have provided government staff with the ability to work anywhere. In extreme weather events such as snow employees have been able to work from home with support of their supervisors. In cases of emergency, staff would be able to deliver much of their work from any location and have a positive impact on GHG emissions by reducing commutes.

Infrastructure Actions (Includes Investment and Retrofits strategy)

In terms of building infrastructure, priority is given to investments that meet a range of government imperatives (e.g. health and life safety, client programming, building integrity) along with the energy conservation and greenhouse gas emissions reduction. This investment strategy defines and weighs criteria to evaluate capital projects and to apply those criteria consistently, thereby creating a defensible capital investment program. The investment program was implemented to reduce subjectivity and increase transparency in the prioritization process and produce a system that is scalable to many projects across a diverse portfolio of owned assets. The process also includes stakeholder engagement and a technical review resulting in a prioritized list of requirements for owned assets.

In 2019, energy impacting projects valued at approximately \$8 million were initiated. These investments range from HVAC upgrades, lighting projects, recommissioning studies, DDC upgrades, EVCE, envelope upgrades and net zero ready building retrofits. Projects from the results of ASHRAE Level II energy audit studies that were conducted in 2018, led to lighting upgrades at over ten buildings, and mechanical upgrades at five of the most energy intensive buildings in the portfolio. Overall, due to the investment and energy management efforts in 2019 alone, more than 20,000 GJ of estimated energy savings and 700 tCO₂e reduction in associated GHG emissions is expected over the coming years⁵.

Clean Energy Potential at RPD Buildings:

- 1. Solar Photovoltaic (PV):** In 2019, RPD undertook a solar PV feasibility study for a Provincial Government Office Building (PGOB) in Nelson, due to its relatively high solar potential in the province. The project is currently underway and will result in a business case for potential roof-mounted solar PV system at the building.

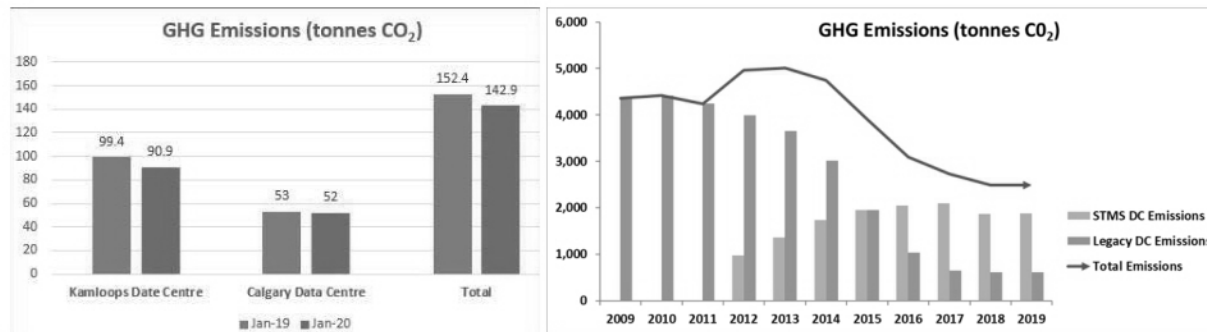
⁵ This energy and GHG savings are estimations from various sources such as consultants, service providers and vendors.

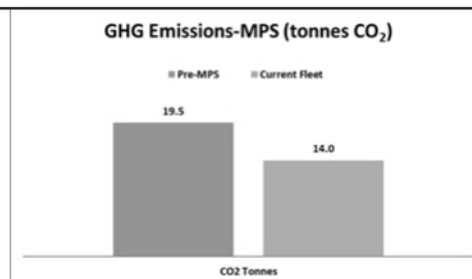
2. **Low Carbon Electrification:** RPD undertook a strategic clean energy portfolio-wide study to assess the viability of various clean energy technologies like wind and storage at the portfolio level, along with potential heat pump applications in the portfolio. The results of this study will guide future investments especially in the low carbon electrification area, and heat-pump based mechanical heating and cooling systems. Finally, the study also found that wind and battery storage technologies are not currently feasible for the portfolio.

Technology

The ministry's Hosting Services branch with the Office of the Chief Information Officer (OCIO) continues to reduce power usage and carbon emissions and the equivalent in lower cooling demands from data centers (see graphs below). More efficient and newer in-building networking equipment has likely reduced emissions from the older less efficient equipment, but this has not been quantitatively tracked. Finally, the device fleet saw an increase of over 8000 laptops and a decrease of 8000 desktops from Nov 23, 2018 to Dec 9, 2019. That had a dramatic decrease on the power usage of the fleet as the average power consumption of a laptop is roughly one third of a desktop which does not take in to account the desktop's displays. This change saved approximately \$116,101 at BC Hydro's business rate of 0.124 \$/kWh based upon a power reduction of close to 1 million (936,229) kWh/year.

Please see the following breakdown:





B. Mobile Sources (Fleet Vehicles, Off-road/portable Equipment): Fuel Combustion:

2. Actions taken by your organization in 2019 to support emissions reductions from mobile sources?

a) Do you have a <u>strategy</u> to reduce emissions from mobile sources?	Yes	
b) Whether you have a strategy or not (3.a), briefly describe your organization's plans to continue reducing emissions from mobile sources:		
I. Over the medium-term term (1-5 years)	Yes	
II. Over the long term (6-10 years) - Aiming towards a full fleet of fuel efficient and electric vehicles.		
c) How many fleet vehicles did you purchase from the following categories:		
i. Electric Vehicle – EV - (e.g., Nissan Leaf, Chevy Bolt)		10
ii. "Plug In" Electric Vehicle – PHEV (e.g., plug-in Prius, Chevy Volt)		0
iii. Hybrid vehicle – HEV – non "Plug In"- (e.g., Toyota Highlander Hybrid)		11
iv. Hydrogen fuel cell vehicle		0
v. Natural gas/propane		0
vi. Gas/diesel vehicle		361
If you purchased new gas/diesel vehicles, can you briefly explain why vehicles from the other categories were not chosen?		
d) How many existing EV charging stations does your organization have in each category:	See response below	
i. level 2?		
ii. level 3?	0	
iii. How many level 2 stations (if any) are specifically for your fleet vehicles?		

iv. How many level 3 stations (if any) are specifically for your fleet vehicles?	0
e) How many EV charging station(s) did you install in 2019 in each category	See response below
i. level 2?	
ii. level 3?	0
iii. How many level 2 stations (if any) were installed specifically for your fleet vehicles?	
iv. How many level 3 stations (if any) were installed specifically for your fleet vehicles?	0
f) Please briefly describe any other related actions, (e.g. charging station feasibility studies, electrical panel upgrades, etc.) The CITZ Electric Vehicle Charging Equipment (EVCE) Program supports the transition to Zero Emission Vehicles (ZEV) at public sector facilities by increasing availability of charging stations for government fleet vehicles, public sector employees and visitors to government buildings. The EVCE program includes the following activities: <ul style="list-style-type: none"> • Since installation of EVCE in RPD properties began in 2018, approximately 97 parking spaces have been installed at 36 sites specifically for electric vehicles • In 2019/20 specifically, RPD completed the installation of 45 EVCE spaces at 16 sites • Work with ministry clients to identify and implement at least 20 new EVCE spaces at government facilities per year under the CleanBC Government Buildings Program, in addition to 20 new EVCE spaces for fleet purposes • Allocate staffing resources, monitor and analyze the appropriate use and demand of EVCE, leveraging software capabilities, and to provide oversight on the delivery of EVCE into the future • Prioritization of EVCE placement will primarily be based on current demand and opportunity for growth <ul style="list-style-type: none"> ○ Demand is driven by the number of electric vehicles that require charging ○ Opportunity for growth is informed by the availability of electric vehicles to service government operations (fleet), the interest of government employees in using ECVE at government sites if installed, and gaps in the overall provincial EVCE infrastructure that may compromise the potential uptake in ZEV (both fleet and personal) ○ Prioritization of potential EVCE locations will occur through continual monitoring of EVCE use, consultation with ministry clients and in continued conversations with other provincial EVCE champions ○ Engage Facilities Management Service Providers to monitor and maintain equipment. Establish policy and appropriate signage related EVCE usage • Work with other government agencies (e.g. Ministries of Energy, Transportation, Environment) to support conversion of the public sector fleet to ZEVs. Currently this initiative seeks at least 10% of all new light-duty vehicle (LDV) fleet purchases become ZEVs, and CITZ is working across the Ministries to ensure the appropriate infrastructure is in place to meet these needs. 	

Note that all references to stations are replaced with the term 'spaces.' The term station could be ambiguous because it generally refers to the pedestals, but they can have one, two or zero chargers on them (chargers can be wall mounted instead).

2019 (Calendar) Stats

Total kWh consumed: 44,030.8

Number of New Installs (Fiscal Year 19/20):

Sites: 16

Charging Spaces - Employee/Visitor: 44

Charging Spaces - Fleet: 1

From other divisions in CITZ

Service BC at CITZ launched a new service called Verify by Video in the summer of 2019, to provide more choice and convenience for BC residents. To access on-line services using their BC Services Card, residents must verify their identity. Residents can now use Verify by Video to verify their identity by video call with a Contact Centre agent, greatly enhancing the convenience and accessibility for individuals. Verify by Video allows residents to securely use their mobile device to access government services **without physically visiting a Service BC Center** for an in-person identity verification, reducing time and effort, and staying on their channel of choice, along with reducing GHG emissions due to avoided travel.

Service BC has already provided this on-line service to approximately 70,000 people, which eliminated the need for all these individuals to visit a Service BC Service Delivery Centre. Over time, they expect hundreds of thousands, even millions, of residents to make use of this service. Also, once these residents have completed their Verify by Video service, they will be able to access an increasing number of online government services, which could have further environmental benefits.

3. Please indicate the total number of the vehicles in the following vehicle classes that are in your current fleet

Definitions:	
• Light duty vehicles (LDVs) are designated primarily for transport of passengers <13 and GVWR<3900kg	
• Light duty trucks (LDTs) are designated primarily for transport of light-weight cargo or that are equipped with special features such as four-wheel drive for off-road operation (include SUVs, vans, trucks with a GVWR<3,900kg)	
• Heavy duty vehicles (HDV) includes vehicles with a GVWR>3,900 kg (e.g. ¾ tonne pick-up truck, transport trucks)	
a) Light duty vehicles (LDVs)	
i. Electric Vehicles – EV - (e.g., Nissan Leaf, Chevy Bolt)	11
ii. "Plug In" Electric Vehicle – PHEV -- (e.g., plug-in Prius, Chevy Volt)	3

iii. Hybrid vehicles – HEV – (e.g., non “Plug In”- older Toyota Prius, Toyota Camry hybrid)	114
iv. Hydrogen fuel cell vehicles	0
v. Natural gas/propane	0
vi. Gas/diesel	221
b) Light duty trucks (LDTs)	
i. Electric Vehicles – EV	1
ii. “Plug In” Electric Vehicle – PHEV	0
iii. Hybrid vehicles – HEV – (e.g., non “Plug In”- older Ford Escape Hybrid, older Chevrolet Silverado pickup hybrid, etc)	86
iv. Hydrogen fuel cell vehicles	0
v. Natural Gas/propane	0
vi. Gas/diesel	2,343
c) Heavy duty vehicles (HDV)	
i. Electric Vehicles – EV	0
ii. “Plug In” Electric Vehicle – PHEV	0
iii. Hybrid vehicles – HEV – (e.g., non “Plug In”)	0
iv. Hydrogen fuel cell vehicles	0
v. Natural Gas/propane	0
vi. Gas/diesel	1,106

C. Office Paper: Indicate which actions your PSO took in 2019:

4. Actions taken by your organization in 2019 to support emissions reductions from paper supplies.

	Yes	No
a) Briefly describe your organization’s plans to continue reducing emissions from paper use:	Yes	
I. Over the medium-term (1-5 years) – Continuing the expansion of multifunctional devices fleet with the latest technology which prevents paper waste		
II. Other Divisions in the Ministry such as Corporate Information and Records Management Office(CIRMO) also try to be digital where possible according to corporate information management policy and recycle all paper.		
III. Over the long term (6-10 years) – Continuing the strategy to use digital communication alternatives, especially considering the best practices adopted during COVID-19		
b) Do you have an awareness campaign focused on reducing office paper use? To be considered in the future as a Ministry’s Green Team driven campaign		No

c) Purchased alternate source paper (bamboo, hemp, wheat, etc.) The current Office Products catalogue allows for the selection of a wide variety of sustainable paper products	Yes	
d) Other 2019 actions, please specify 2019 Procurement and Supply Division highlights: <ul style="list-style-type: none"> • BC Mail Plus implemented the first fully electric vehicle in their delivery fleet • Asset Investment Recovery (AIR) Surrey created an innovative response to a space shortage by working weekends to create a new layout for vehicles that allowed for quick responses to sell and move vehicles • Pharmacy at PDC renovated to generate more space and, more importantly, modernize the existing space to allow for better storage options and a more flexible workspace OCIO: <ul style="list-style-type: none"> • Print volumes continue to fall for the 3rd year in a row (2019: 148 million pages; 2018: 159 million pages; 2017: 161 million pages; and 2016: 164 million pages). This equates to a 9.8% annual reduction from 2016. Corporate Information and Records Management (CIRMO): Employees from CIRMO have telework agreements where possible.		

Part 2 – A (For internal CAS use only)

Reminder that Part 2 is not included in your public CNAR report.

1. Please indicate the number of the vehicles you plan to replace in your fleet:

Yes	i. How much do you budget per Light duty vehicle (LDV)? - \$35,000
Yes	ii. How many LDVs do you plan to procure annually over the next 5 years? - 2
	iii. How much do you budget per Light duty truck (LDT)?
	iv. How many LDTs do you plan to replace annually over the next 5 years?
	v. How much do you budget per Heavy Duty Vehicle (HDV)?
	vi. How many HDVs do you plan to replace annually over the next 5 years?

2. Does your organization have an emission reduction target? Yes/No

If yes, please describe briefly:

FLEET: Yes, the fleet strategy is guided by the provincial CleanBC strategy, where the province will commit to making 10 per cent of the government's light-duty vehicle purchases as zero-emission vehicles starting in 2020, where an available ZEV model is suitable for operational needs.

Buildings: Yes, RPD has two internal performance indicators: 1. GHG emissions (tCO₂e), for the space where RPD is directly responsible for utility costs, and 2. building energy performance in mega-joules of energy consumed per square meter of rentable area (MJ/m²). This energy intensity is weather normalized to compare year over year performance. As described in the external section of the report, CITZ has emission reduction targets for emissions associated with buildings aligning with the provincial public-sector leadership targets. The short-term targets (4% average rate of reduction) are set such that we achieve our medium-term target of 50% reduction in emissions by 2030. Under the RPD EMS, and the CleanBC Government Buildings Program, the long-term goal is to achieve a net-zero energy state for the portfolio by 2050 and beyond.

3. Does your organization have a strategic emission reduction plan to reduce the organization's emissions (e.g. 5 year plan)? Yes/No
If yes, please describe briefly and include URL if posted publicly:

Fleet: Yes, with the purchase of new electric vehicle, 6 new 4-cylinder echo vans to reduce fuel use and emissions. Existing number of EV charging can be found in <https://intranet.gov.bc.ca/thehub/real-property/electric-vehicle-charging-stations/ev-charging-station-installations>

Buildings: Yes, as described in the external section, the CITZ CleanBC Governments Buildings Program is a five-year strategy that sets direction to reduce energy consumption and associated greenhouse gas emissions from buildings. It focuses on investing in core government buildings for energy efficient and smart government buildings through a triple bottom line lens of reducing energy consumption (and associated GHG emissions), improving client satisfaction and return on investment. The long-term vision of this plan is to achieve a net-zero energy state by 2050. More than 100 specific milestones and activities are outlined in these pathways to achieve our goals over a five year-period. Various milestones have been established under pathways such as: Energy Retrofits and New Construction, Smart Building Technology, Adaptation, Clean Energy Supply, and Electric Vehicle Charging Equipment to achieve this long-term vision.

4. Does your organization use building energy management tools? If yes, please select any that apply.

<input type="checkbox"/>	Portfolio Manager ENERGY STAR
<input type="checkbox"/>	PUMA
<input type="checkbox"/>	Asset Planner / FAME
<input type="checkbox"/>	Utility Manager
<input type="checkbox"/>	Sky Spark
<input type="checkbox"/>	E-Tracker
<input type="checkbox"/>	Pulse Energy

	Other, please Specify
	Does not use building reporting and benchmarking tools

Others: In 2019, the ministry used an energy analysis tool administered by RPD's then service provider BGIS-WSI, called the BI-Tool to perform energy-benchmarking analyses.

Other Sustainability Actions:

5. During 2019, did your organization have any of the following programs or initiatives to support sustainability?

	Yes	No
1. A low-carbon business travel policy or travel reduction goal (low-carbon = lowest emission of greenhouse gas per kilometer per passenger) The Government Digital Experience Division works virtually whenever possible and only travels when absolutely required via car-pool. The Corporate Service Division uses virtual meetings to help reduce travel for staff working in the regions.	Y	
a) i) If yes above, please describe briefly.		
2. An operations policy or program to facilitate the reduction and diversion of building occupant waste (e.g., composting, collection of plastics, batteries) from landfills or incineration facilities – yes, however, waste diversion is building and community specific. Waste Diversion initiative: In 2019, CITZ installed a water bottle filling station at one building in Victoria. Within 140 days of installation, the counter showed that over 71 plastic bottles daily are not being added to the consumer waste stream (deducting weekends, over 100 per day)	Y	
3. Green procurement standards/policy for goods (e.g., office furniture, fleet, etc.) Core policy establishes that Ministries are encouraged to follow the Guidelines for Procurement of Environmentally Responsible Products and Services, which can be found in the BC Government Green Procurement webpage https://www2.gov.bc.ca/gov/content/governments/services-for-government/bc-bid-resources/reference-resources/green-procurement . Furthermore, CIRMO division within CITZ is required to use surplus furniture as a priority.		
4. If Yes above (a, b, or c), could you please describe the policy and/or standards		
5. Other, please describe briefly OCIO and Technology Use: <ul style="list-style-type: none"> Use of the Province's Telepresence Service is estimated to have reduced Carbon savings by 15,697 kgCO₂e in 2019. This is captured as a reduction in taxi, ferry and airplane usage. The usage is expected to further decrease in 2020 due to travel restrictions via isolation and social distancing. 		

- Audio Conferencing, both Skype for Business and vendor provided services, amounted to approximately 30 million minutes in 2019. Not all participants in audio conferences would have travelled; however, the ability to work from home or conference directly from a local workspace will have a positive impact on emissions generated from local traffic. The estimated average emissions for a taxi or average employee automobile are 3 kgCO₂e/Km;. eliminating just 1,000 vehicle trips through conferencing would save approximately 3000 kgCO₂e/Km.
- OCIO averaged up to 2000 plus users per day using VPN service for remote access into the government network, estimating a reduction of vehicle emissions. If a typical passenger vehicle emits about 4.6 metric tons of carbon dioxide per year that equates to 9,200 metric tons annually for those users.
- By replacing End-of-Life equipment and refreshing with more efficient industry standards we are adding value, decreasing our footprint; and realizing other efficiencies like increased power management, modernizing, using equipment that is made from recycled materials and easily recyclable, (e.g. buy larger switches and routers, instead of 4 switches installed we can use 1), etc.

Other Collaborative Efforts across CITZ:

RPD GO Team:

The RPD GO Team provides leadership recommendations, develops and promotes best practices, and provides insight from all branch perspective to the EMS and the Health and Safety Management Systems (HSMS) that lead to healthy, resilient and vital ecosystems in the provincial government community. The GO Team has representation from all the branches in RPD, is committed to effective and efficient implementation of the RPD Environmental Stewardship Policy. A few examples initiatives that demonstrate RPD's leadership in embedding environmental stewardship in its core business processes via the GO Team are given below:

- Over the years, the GO Team has actively supported the establishment of short-term targets and management practices of the various environmental significant aspects such as water consumption and wastewater discharge, hazardous waste, among others.
- Real Estate Business Services Branch uses mapping as a tool for flood, fire, tsunami related climate risks for emergency planning for client ministries
- The Finance Branch actively reduces office supply use, printing less and more electronic filing and play a critical role in supporting energy related projects' financial administration.
- Strategic Real Estate Services (SRES) supports carbon reduction related activities by applying a rigorous Triple Bottom Line Cost Benefit Analysis (TBL-CBA) to various aspects of our branch activities – this includes implementing criteria in our analysis that directly relates to carbon reduction – most common examples include: property disposals and acquisitions. This includes requiring client ministries and applicable BPS Entities to complete a robust TBL-CBA for all surplus properties with a net value of \$1M or greater if they are being added to the Surplus Properties List for transfer

or sale. The Surplus Properties Program is managed by SRES and the TBL is provided directly to the branch before any properties can be added and/or sold.

CITZ Green Team:

Last year, the CITZ Green Team kicked off the reusable mug campaign with a reusable mug giveaway at a Victoria office location on Earth Day and a booth at a staff training event at the end of May. This approach was informed by data that was made available through a pilot that examined the proportion of landfill waste that comes from disposable cups.

Bike to Work Week:

For Bike to Work Week in 2019, CITZ had participation from across the province. In Victoria, we had a team of 85 riders, with 73 cyclists recording their stats. As a group, the cyclists logged a total of 3,014.1 km and burned a total of 90,411 calories, this indirectly represents GHG emission avoidance.

6. Out of all the emission reduction projects your organization has undertaken in 2019, please describe the one action taken that resulted in, or is expected to result in, the greatest emissions reductions (this may be considered your "success story" that you may want to highlight within your 2019 CNAR):

7. If possible, please include an approximate estimate of the expected emission reductions from the project. (in tonnes CO₂e and % reduction):

Tonnes CO ₂ e:	s.13	% total CO ₂ e reduction:	Approximately	s.13
---------------------------	------	--------------------------------------	---------------	------

s.13

- a) What projects (“opportunities”) does your organization see as being most effective in leading to substantive reductions of emissions and increased energy efficiency? Please describe briefly.

Service BC will continue the use of the Verify by Video service, which is currently preventing almost 5,000 citizen trips per week.

Buildings: RPD will continue to reduce building emissions by investing in low carbon electrification, optimization of buildings, deep energy retrofits, and investments in net zero energy ready buildings over the coming years.

Stationary Sources Data:

6. What is the total amount of floor space (Gross Floor Area) in your organization (including occupied and unoccupied space)? (Please report in square meters)

CITZ occupied approximately 87,843 square meters of floor space in 2019/20

FTE (employees) Data (excluding Health Authorities)

7. How many Full Time Equivalent employees (FTEs) do you have within your organization?

CITZ has 2,153 employees

8. How many Full Time Equivalents (FTEs) in your organization are tasked with energy management and sustainability operations (i.e. focusing on reducing energy, water, waste, climate impacts from the operations)?

- a. In the case of energy managers/advisors, does your organization receive support from BC Hydro/Fortis BC? (yes/no)

b. If yes above, please explain.

Yes, the Corporate Sustainability team with RPD focuses on various aspects of sustainability comprises of 9 FTEs. This includes one energy manager position, supported by BC Hydro.

Part 2 – B (Internal) – Climate Risk/Adaptation

Government Actions to Prepare for Climate Change – Assets or Service Delivery

British Columbia is already experiencing the [impacts](#) of climate change: average temperatures are increasing; sea levels are rising, and more variable and extreme weather is becoming more frequent. These impacts directly affect the province and require government and public sector organizations (PSOs) to re-think how it will deal with its own infrastructure and operational needs, and its ability to provide services to the public. Failing to adequately consider and manage risks from climate change will cost significantly more than implementing proactive management of these risks.

Recent amendments to the [Climate Change Accountability Act](#) require the provincial government to report annually on climate risks that are expected to affect the province, and actions, expected outcomes, and expenditures to manage those risks.

Given the public sector's important role in provincial service delivery and asset management, PSOs may be asked to provide information that feeds into the provincial climate change accountability reports. The questions in this survey are based on the kind of information that PSO may be required to report in the future.

Instructions

There are no wrong answers. Please answer the following questions to the best of your ability. Your feedback on the new questions will help us understand current public sector capacity to report on climate risk management. The responses you provide are for internal purposes.

If you are seeking further information on climate change in BC and the risks climate change poses to buildings and service delivery, please visit:

- BC Provincial [Strategic Climate Risk Assessment](#)
- BC Regional Adaptation Collaborative Program: [Webinar Series](#)
- BC Housing's [Mobilizing Adaptation and Resilience](#) - Check out the **Design Discussion Primers** to learn more about climate risks to buildings and potential resilient design measures.
- Addressing Climate and Health Risks in BC: [Health Care Facilities](#)
- [Green Infrastructure and Health Guide](#)
- The Government of British Columbia's [Climate Preparedness and Adaptation webpage](#)

If you have any questions or concerns while completing this survey, please contact Julia Berry at climaterisk@gov.bc.ca.

Public Sector Climate Risk Management Reporting Questions:

To Note: Questions below are answered with perspectives from various divisions in Citizens' Services (CITZ). CITZ performs a dynamic role in government to support businesses, citizens, government ministries and broader public sector (BPS) organizations by delivering services related to the technology sector, information and privacy, innovation, procurement and supply, and real-estate, among others. The following responses are collated from Divisions within CITZ as listed below:

- Corporate Information Records Management Office (CIRMO)
- Corporate Service Division (CSD)
- Office of the Chief Information Officer (OCIO)
- Procurement and Supply (PSD)
- Real Property Division (RPD)
- Service BC

Category 1: Climate change risks to buildings and service delivery

1. Has the organization experienced any extreme weather events in the 2019 calendar year that resulted in adverse impacts to its assets, service delivery, or operational costs? For example, wildfire, wildfire smoke, extreme rain events resulting in local flooding, extreme heat or cold, etc. (Yes/No/I don't know)
 - a. If yes, please describe the event(s), date(s), adverse impacts, financial implications to assets and/or service delivery, and if Emergency Disaster Financial Assistance was accessed for reimbursement. (Text Box)
2. Do you/ your team/ department/ organization consider climate change risks within the exiting organizational risk management process? (Yes/No/I don't know)
 - a. If yes, please describe (Text box).
3. Has the organization completed a climate vulnerability assessment to understand climate change risks to one or more buildings within its portfolio? (Yes/No/I don't know)
 - a. If yes, please describe in as much detail as possible your process, participants, cost, outcomes. (Text Box)
4. Has the organization assessed cross-dependent infrastructure that provides critical services to the organization and may transfer risk in the event of failure (e.g. road, water, waste water, power, telecommunications and transport supply lines)? (Yes/No/I don't know)

- a. If yes, please describe (Text box).
5. Has the organization completed a climate risk assessment to assess the risks to its ability to deliver its services in a changing climate in 2019 (i.e. health, education, etc.)? (Yes/No/I don't know)
 - a. If yes, please describe in as much detail as possible your process, participants, cost, outcomes. Please provide a link to final assessment reports if available. (Text Box)

Consolidated Answers for Category 1:

Other Divisions: There were no Major Incidents booked for extreme weather events in 2019. There were 5 incidents for floods and 106 wildfire related incidents (most of those had minor impacts to OCIO services, e.g. paper jams) and none were identified by the Service Delivery Units (SDUs). Risks due to wildfire and freshet (flooding) are considered in OCIO's service delivery and business continuity (BCP) plans. Using best practice, our business continuity plans plan for impacts affecting people, premises, processes, IT, key equipment and suppliers/vendors. Each SDU also does their own risk management planning but no specific processes are currently identified. Our business continuity plans are impact based and not hazard based. There has been work undertaken to plan for a catastrophic event e.g. earthquake but this is still work in progress and hasn't been completed yet.

Real Property Context:

All departments are responsible for determining and addressing risk within RPD. Specifically, the Risk Management (RM) team in Asset Management Branch, RPD, works in conjunction with Emergency Management BC's (EMBC) response and recovery efforts, when an emergency related response situation arises. Currently risk management efforts are from a responsive approach, i.e. the RM team deals with the post-impact response. Provincial level emergency response affecting the core-government portfolio is also managed by the RM team.

- RPD uses mapping as a tool for flood, fire, tsunami related climate risks for emergency planning for client ministries
- In its day to day business, RPD refers to the 57 risks from the Emergency Management BC's risk register, that affect the province - such as freshet flooding, wildfire, hazmat spills, mudslides, tsunamis etc.
- RPD, when assessing options for the existing leased portfolio, Leading Workplace Services (LWS) team, assesses parameters for locations that may be adversely affected by climate related concerns. For example, the flood plain must be considered to relocate offices such that those concerns could be reduced or mitigated.
- Another important role of the RM team is also to support both EMBC, and RPD's service provider in the after-math of a hazard or emergency. For example, in BC, freshet flooding happens annually due to melting of snow in spring, and a provincial building in the affected area might be impacted. In such cases, the RM supports with the response from this impact, such as by helping support RPD's facility management service-provider in making appropriate decisions at the right time, support the affected client ministries to relocate and help them find temporary space and infrastructure, and support with the client-ministry's BCPs.
- Finally, the long-term goal is to have a comprehensive approach in responding to and recover from threats that cause emergencies by:

- Having a well-collaborated response through the RPD Emergency Operation Centre to effectively mitigate any emergency
- Being ready and able to recover quickly from emergency events.

Category 2: Actions to reduce climate-related risks

1. Please provide a list, including a brief description, of the actions the organization has taken to manage climate change risks to buildings or service delivery? (Text Box)
2. Does the organization have an individual, team, or interdisciplinary team tasked with climate risk management? (Yes, No, I don't know)
 - a. If yes, please list the job title(s) of the individual or team members (Text box)
3. Do any of your organization's core policies and procedures explicitly consider climate change risk or climate risk management activities (e.g. capital planning process, asset condition assessment procedures, business continuity planning, procurement policies, human resources)? (Yes, No, I don't know)
 - a. If yes, please describe (text box)
4. In efforts to reduce the organization's greenhouse gas emissions, does the organization consider how GHG emission reduction actions or strategies will enable or limit managing the risks resulting from a changing climate? (E.g. The implications of a warmer climate on future energy demand?) (Yes, No, I don't know)
 - a. If yes, please describe (text box)
5. In efforts to reduce risks from climate change to service delivery and assets, does the organization consider the implications of these efforts on greenhouse gas emissions reductions? (E.g. Low carbon options to meet future cooling demands? (Yes, No, I don't know)
 - a. If yes, please describe (text box)

Consolidated Answers for Category 2:

2019 actions around climate-risk management in RPD are listed below:

1. RPD Participated in XDI Metro Vancouver project to assess cross dependent climate risks to RPD buildings in Surrey and Richmond. Results and identified adaptation measures are anticipated by December 2020.

2. In order to meet the requirements of the *Climate Change Accountability Act*, an RFP for a climate risk assessment study was released in 2019, to assess the available climate risk assessment tools currently available in the industry and identify the most suitable tool for RPD's building portfolio
3. RPD created more awareness around climate risk and adaptation in the organization, where Pacific Climate Impact Consortium presented future climate data
4. Clarifying and understanding the use of future climate data with Buildings Standards Branch and understanding implications on code requirements
5. RPD has a Corporate Sustainability team that works on advancing the climate risk related efforts, moreover, the Risk Management and Asset Management teams will be working collaboratively in this area in the coming years.

With the work being done by the consultants on climate risk assessment tools, one of RPD's goal is to eventually embed climate risk assessment considerations in the investment planning processes. RPD also recognizes the importance of low carbon adaptation and find synergies between the climate mitigation and climate adaptation work where possible in the coming years.

Other Divisions in CITZ:

1. Plans (BCPs) are in place in the Service BC Centers for continuity of services. - Plans (BCPs) are in place in the Service BC Centres for continuity of services. Service BC specifically considers the potential impacts of wildfires and freshet (flooding) in our service delivery and business continuity planning. Reduction of GHG emissions, along with convenience to citizens and speed of service delivery, were all considered in the Verify by Video initiative (see Part 1 for more details on this initiative).
2. OCIO - Using best practice, our business continuity plans plan for impacts affecting people, premises, processes, IT, key equipment and suppliers/vendors. Our business continuity plans are impact based and not hazard based. There has been work undertaken to plan for a catastrophic event e.g. earthquake but this is still work in progress and hasn't been completed yet.

Category 3: Plans to continue making progress managing risks from a changing climate

1. Does the organization have a formal climate adaptation/climate resilience/climate risk management plan or strategy? (Yes/No/I don't know)
 - a. If yes, please describe in as much detail your process, participants, cost, outcomes of developing the plan/strategy. (Text Box)

2. Are there other plans/strategies that include directly or indirectly climate risk management activities (e.g. business continuity plans, emergency management plans, climate action plans, capital asset management plans, stormwater management plans, etc.)? (Text Box)
3. Please describe any additional planned actions to manage risks from a changing climate (e.g. include climate-related risks in organizational risk register; include climate risk management in core policies and procedures)? (Text Box)

Consolidated Answers for Category 3:

Buildings: Yes, adaptation is identified as one of the key pathways under RPD's CleanBC Government Buildings Program. The overall goal is to develop the adaptation framework within the organization and a robust program to manage climate risks faced by the building portfolio. Capital asset management plans and business continuity plans will eventually integrate climate risk as a factor, however, they are not currently considered specifically.

Technology: OCIO's business continuity plans are impact based and not hazard based. There has been work undertaken to plan for a catastrophic event e.g. earthquake but this is still work in progress and hasn't been completed yet. Using best practice, our business continuity plans plan for impacts affecting people, premises, processes, IT, key equipment and suppliers/vendors.

CSD – Currently, divisional Business Continuity Plans exist for critical services, but plans do not specifically mention climate change.

Category 4: Expenditures and Financial Implications of Climate Change

1. Are the realized costs of climate-related impacts to buildings or service delivery tracked within your organization? (Yes/No/I don't know)
 - a. If yes, please provide the total costs for the 2018/2019 fiscal year.
 - b. Please select who receives the information about climate-related impact costs (please select all that apply):
 - ☐ Senior management
 - ☐ Risk Managers
 - ☐ Capital Ministry
 - ☐ None of the above

- Other (Text Box)

2. Are the costs of climate risk management actions tracked within your organization? (Yes/No/I don't know)

- a. If yes, please provide an estimate of expenditures for climate risk management actions during the 2018/2019 fiscal year and, if feasible, please identify if the expenditures were made through operational or capital budgets. (Text box)

Consolidated Answers for Category 4:

Emergency related costs are tracked in the organization in various business units, however climate risk related costs are not identified specifically and tracked. However, in the past, some costs due to wildfires have been tracked retro-actively to understand financial implications of such hazards. This cost mainly includes the impact of investment for maintaining indoor air-quality such as scrubbers and air filters. Indirect costs to the occupants' productivity, health etc. have not been included in this.

Category 5: Organizational Awareness

1. Risk tolerance – Does the organization have an established tolerance for climate-related risks to assets and service delivery (e.g. plan for a 1:100 year flood event)? (Yes/No/I don't know)
 - a) If yes, please describe (Text Box)
2. Please select the positions within the organization that were consulted in completing Part 2-B of the survey?
 - Climate Resilience and/or Adaptation Leads
 - Facilities, Operations, and Maintenance Staff
 - Capital Asset Managers
 - Capital Planners
 - Energy Managers
 - Risk Managers
 - Sustainability Managers
 - Emergency Managers

- Program Managers
 - Financial Managers
 - Supply Chain Managers
 - Support Services (Food, waste, laundry, etc.)
 - Subject Matter Experts, e.g. Hydrologists, Engineers, Architects etc.
 - Other, please list. (Text box)
3. Is there anyone who was either not consulted or not able to contribute that in your opinion should have been? (Yes/No/I don't know)
- a. If yes, please provide the position title(s) and brief description of their barriers to participate. (Text box)
4. How many hours were required to complete Part 2 -B of this survey? (Text Box) – 8 hours

Risk Tolerance will be established for buildings for various hazards when the portfolio is assessed for climate risks.

This report has been collaboratively filled by various: Service Delivery Managers and Directors of Service Delivery Areas, Business Continuity Managers, Incident Management Director, Division Operations Managers, Directors, Energy and Sustainability Managers.

Feedback:

1. Please provide any additional information that you think would be useful to CAS in developing a program that supports public sector understanding, management, and reporting on climate related-risks. (Text Box)

NA

DECISION NOTE

Advice to Deputy Minister

DATE: May 29, 2020

CLIFF#: 113242

ISSUE: Replacement of countertop and addition of plexiglass to security/reception area due to COVID-19.

BACKGROUND:

The reception/security entrance at BC Mail Plus Victoria has a countertop, with no barrier or divider for protection from the public. A quote for installation of a new countertop and plexiglass has come in at \$1,990.00.

DISCUSSION:

To fulfil current workplace safety recommendations relating to COVID-19, replacing the countertop and installation of a plexiglass shield would provide a physical barrier for both security personnel, as well as staff, contractors and any visitors/members of the public. The current countertop is too small and not the correct shape to accommodate plexiglass.

OPTIONS:

Option 1: Work order is approved to proceed, and counter and plexiglass barriers are installed.

Implications:

- This option aligns with current recommendations for workplace safety, allowing for a barrier between parties when physical distancing is not an option.
- Staff and contractors feel protected.
- Plexiglass barrier shows prudent actions taken to provide protection to all who enter the building.

Option 2: Work order is not approved to proceed.

Implications:

- There is nothing in place to align with recommendations of physical distancing.
- Staff and contractors feel vulnerable and at risk.

RECOMMENDATION:

(please circle)

APPROVED

NOT APPROVED

OPTION ____1____



Jill Kot
Deputy Minister

June 11, 2020
Date

Attachment(s): Quote for WO C87260 1150 McKenzie.pdf
Contact: Rachel Frawley, 250-365-9191

INFORMATION NOTE

Advice to Jill Kot, Deputy Minister

DATE: May 1, 2020

CLIFF#: 113034

ISSUE: Updates to Core Policy and Procedures Manual (CPPM) Chapter 12

BACKGROUND:

Chapter 12 of the Core Policy and Procedures Manual (CPPM) covers information management (IM) and information technology (IT) management. The current version of Chapter 12 was published in approximately 2006. As the IM/IT landscape has changed considerably in the past 15 years, the current Chapter 12 does not reflect current practices or government direction. The chapter is also highly prescriptive and does not clearly articulate high-level responsibilities for IM/IT.

The Office of the Comptroller General (OCG) administers CPPM, which sets out the Province's corporate financial and management policy. The authority for CPPM is the *Financial Administration Act*. Changes to CPPM must be approved by Treasury Board.

The Office of the Chief Information Officer (OCIO) is responsible for corporate IM/IT policy, including Chapter 12 content and a suite of lower-level policy instruments (e.g., Information Security Policy, government-wide IT standards, etc.). Corporate IM/IT policy is currently disjointed and difficult to follow, and many of these issues begin at the level of CPPM. In May 2019, the OCIO established an agile team to lead efforts to modernize the corporate IM/IT policy landscape, known as the Digital Policy Framework. The team has been working closely with stakeholders to co-develop a strategic, cohesive and user-focused IM/IT policy framework, starting with a new, streamlined Chapter 12.

DISCUSSION:

Stakeholder Engagement and Drafting Process

The Digital Policy Framework team engaged with subject-matter experts (SMEs) and key stakeholders from the OCIO and across government to iteratively draft the new CPPM Chapter 12. A Reference Group comprising executive-level representatives from all sectors (and most ministries) guided the draft's evolution. The Reference Group met every three weeks from July 2019 to February 2020 and were provided with an initial draft of Chapter 12 in December 2019.

The Digital Policy Framework team refined the initial draft of the new CPPM Chapter 12 based on feedback from the Reference Group, Legal Services Branch, the OCG, SMEs and the OCIO's Executive Leadership Team. In early February 2020, the team shared draft version 0.1 widely for comment via GitHub, the Digital Government Group on @Work and targeted emails. In response to feedback on v. 0.1, including nearly 200 written comments, the team further refined the draft and shared v. 0.2 in mid-March. Stakeholders submitted over 200 written comments on v. 02., and the team incorporated these where possible into draft v. 0.3 (Attachment 1).

Key Changes to CPPM Chapter 12

A summary of key differences between the current and new CPPM Chapter 12 can be found in Attachment 2.

Role of Ministry Chief Information Officers (MCIOs)

The Reference Group could not agree on how best to characterize the role of MCIOs in the new Chapter 12. The current Chapter 12 contains detailed but inaccurate information about the role of MCIOs. Significant discrepancies in MCIO responsibilities exist across government—for instance, most MCIOs are not responsible for IM—which makes it difficult to set blanket policy requirements for this role.

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The Digital Policy Framework team is satisfied that the new Chapter 12 accurately reflects government IM/IT roles and responsibilities at a high level.^{s.13}

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User-Centered Approach

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The Digital Policy Framework team developed this section in close collaboration with Government Digital Experience (GDX). The new Chapter 12 requirements align with government direction on diversity and inclusion, as well as direction on focusing on meeting the needs of British Columbians. The new requirements also align with GDX's plans for updating CPPM Chapter 22: Communications and Public Engagement. Additionally, the Accessibility Secretariat reviewed the language in section 12.2.7 and indicated that it aligned nicely with direction on new provincial accessibility legislation they are currently developing.

The Digital Policy Framework team strongly feels that there are no HR implications associated with new policy requirements in section 12.2.7. These requirements outline actions which should already be occurring in government; ministries can meet these obligations by simply identifying and engaging with key stakeholders and end users and do not necessarily need to hire service designers to do this.

Key Stakeholder Concerns: Privacy and Personal Information

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The privacy and personal information requirements outlined in the new chapter are meant to augment legislation and align with lower-level policy (specifically the Privacy Management and Accountability Policy). Content was developed in close collaboration with the OCIO's Privacy, Compliance and Training Branch (PCT). The Digital Policy Framework team passed stakeholder comments on to PCT, and both the team and PCT agree that no further edits need to be made to privacy-related content in Chapter 12.

NEXT STEPS:

Once the new CPPM Chapter 12 has been endorsed by the GCIO and Citizens' Services DM, the Digital Policy Framework team will continue working with OCG to move the draft through the Treasury Board approval process. This will involve further development of a detailed three-column document and will also likely involve minor adjustments to the Chapter 12 draft. Due to the COVID-19 pandemic, it is unlikely that Treasury Board will review Chapter 12 before fall 2020; in the meantime, the team will continue to engage with stakeholders such as MCIO Strategic Council members to socialize the new chapter and identify lower-level IM IT policy priorities.

Attachment(s): Appendix 1: Updated CPPM Chapter 12, Draft v. 0.3
Appendix 2: Summary of Key Changes to CPPM Chapter 12

Contact: Joel Fairbairn, Executive Director, (778) 698-2896

Page 04 of 14 to/à Page 14 of 14

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DECISION NOTE

Advice to Minister Kang

Date: May 1, 2020

CLIFF#: 113087

ISSUE: Interim Cabinet Approval Process for Time-Sensitive Naming Requests

BACKGROUND:

The Naming Privileges Policy (Appendix 1) outlines the decision-making authority for potential naming opportunities. The Naming Committee is responsible to review all naming request forms and makes recommendations for naming requests that fall within the decision-making authority of the Minister of Citizens' Services (Minister Kang) and Cabinet.

Minister Kang has decision-making authority for naming requests that recognize a donation between \$1 million and \$5 million. Cabinet exercises decision-making authority for donations in excess of \$5 million or otherwise garners public or media attention.

Naming request forms are primarily submitted by stakeholders in the health care, post-secondary education and the K-12 education sectors (Requestors). The Ministry of Health (HLTH) provides oversight for hospitals and health authorities; the Ministry of Advanced Education and Skills Training (AEST) oversees universities and colleges; and the Ministry of Education (EDUC) is responsible for schools and school districts.

DISCUSSION:

In light of the current situation with the COVID-19, Cabinet will not be approving potential naming opportunities until such time as the pandemic is under control and government returns to its normal business processes. In rare circumstances, such as a terminally ill donor, a naming request may be received that cannot wait for a decision and is therefore time sensitive.

The Intellectual Property Program is continuing to receive naming request forms and currently, there are no time sensitive naming requests for Cabinet's decision. In the event IPP receives a time sensitive naming request that requires Cabinet's decision during the COVID-19 pandemic, there are two potential options to modify the approval process in the short term until Cabinet is back to regular business. The interim approval process will remain in place until August 31 or such time as Cabinet resumes decision-making authority for certain naming requests.

The first option^{s.13}
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1 is attached for ease of reference (Appendix 2). The second option^{s.13}
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A matrix outlining Option

OPTIONS:

Option 1: s.13

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Option 2: s.13

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Option 3: Do not have an interim approval process and wait for Cabinet to return to normal business.

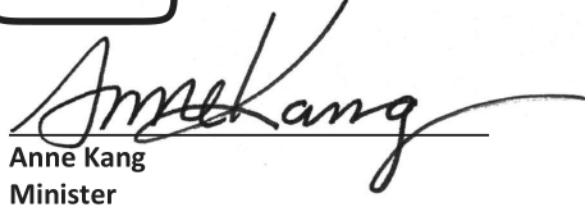
- Pros:* • None.
- Cons:* • The donor may choose to revoke their donation if they cannot receive government's decision for the naming opportunity.
- The donor does not receive a naming opportunity to recognize their financial contribution in a timely manner.
 - There is a potential for a strained relationship between the donor and the Requestor and possible negative media attention.

RECOMMENDATION: Option 1

(please circle)
APPROVED

NOT APPROVED

OPTION # 3


Anne Kang
Minister

June 16, 2020

Date

Attachment(s): Appendix 1 – Naming Privileges Policy
Appendix 2 – Matrix of Recommended Option for Interim Approval Process
Contact: Bobbi Sadler, ADM – Procurement and Supply, 250 896-2182



Naming Privileges Policy

1. Purpose

- 1.1 This policy governs the naming of physical assets in recognition of financial or in-kind contributions from individuals, businesses, organizations and others.
- 1.2 This policy ensures a consistent framework across government ministries and government bodies, and ensures that naming recognition is granted to benefactors in a fair and equitable manner.
- 1.3 All naming recognition shall be consistent with the government's values and objectives, and must uphold the integrity and reputation of the government.

2. Scope

- 2.1 This policy applies to all government ministries and government bodies as defined in the *Financial Administration Act*.
- 2.2 Naming recognition may be granted for the naming of buildings and other physical assets including, but not limited to, wings, rooms, laboratories, roads and other transportation infrastructure, recreational areas and other public spaces, collections of books or art, and equipment of significant value.
- 2.3 An asset may be named in its entirety or portions of an asset may be named to reflect contributions made by different naming benefactors.
- 2.4 In the case of a building or other physical facility, the entire structure or discrete and functional portions of the structure may be considered for naming recognition.

3. General

- 3.1 An offer of financial or in-kind contribution does not guarantee that naming recognition will be granted. Each opportunity for naming recognition must be considered on its merits.
- 3.2 Government bodies will bring their policy for naming recognition into alignment with this policy.

- 3.3 Government ministries and government bodies must ensure the financial contribution received in exchange for naming recognition is commensurate with the size, location and visibility of the asset.

4. Approval

- 4.1 Government ministries and government bodies that become aware of an opportunity for naming recognition must submit a Naming Opportunity Request Form, attached as Appendix A, to the Intellectual Property Program within the Ministry of Citizens' Services.
- 4.2 Opportunities for naming recognition must be approved by government prior to any public announcement concerning naming recognition.
- 4.3 A Naming Committee identified by the Minister of Citizens' Services will review all opportunities for naming recognition.
- 4.4 The Naming Committee shall include representatives from ministries responsible for stakeholder organizations and representatives from the Ministry of Indigenous Relations and Reconciliation, and the Public Service Agency.
- 4.5 The Naming Committee will exercise decision-making authority for opportunities for naming recognition unless, in the opinion of the Naming Committee, one or more of the criteria identified in section 4.6 or 4.7 applies.
- 4.6 The Minister of Citizens' Services will exercise decision-making authority for opportunities for naming recognition if the value of the contribution is between one million and five million dollars.
- 4.7 Cabinet will exercise decision-making authority for opportunities for naming recognition if, in the opinion of the Naming Committee, one or more of the following criteria apply:
- (a) the size or visibility of the asset is of particular significance;
 - (b) the value of the contribution is greater than five million dollars;
 - (c) the asset is or will likely be the object of media attention, or is otherwise in the public eye;
 - (d) the proposed name is inconsistent with the government's values and objectives; or
 - (e) the proposed name is likely to harm the integrity and reputation of the government.
- 4.8 The Naming Committee will provide cabinet with a report at least annually on all opportunities for naming recognition.

5. Approval Criteria

- 5.1 Where the opportunity for naming recognition involves a commercial benefactor, the Naming Committee may require the government ministry or government body to offer the naming opportunity through a competitive process.
- 5.2 A proposed opportunity for naming recognition must be appropriate to the purpose or use of the asset and to the target audience. Additional consideration is warranted where the target audience is children, seniors, minority groups, persons with disabilities or First Nations.
- 5.3 The proposed benefactor's history and, if applicable, business activities should be appropriate to the specific opportunity for naming recognition.
- 5.4 If the opportunity for naming recognition is to replace an existing name, consideration should be given to the history or legacy of the current name and whether the existing name might be incorporated into the proposed new name.

6. Restrictions

- 6.1 The government will not approve an opportunity for naming recognition:
 - (a) that may be inconsistent with government's legal obligations;
 - (b) that implies the government's endorsement of a partisan political or ideological position or of a commercial product;
 - (c) that involves naming an asset after an elected official who is currently in office;
 - (d) that results in an employee of a public sector body, or an elected official, receiving any benefit or personal gain;
 - (e) that results in naming an asset after a public sector body;
 - (f) that conveys a message that might be deemed prejudicial to race, religion, gender or sexual orientation;
 - (g) that presents demeaning or derogatory portrayals of communities or groups or, in light of generally prevailing community standards, could reasonably be expected to cause offence to a community or group;
 - (h) that promotes alcohol or other addictive substances at venues geared primarily to children; or
 - (i) that involves an individual, business or organization whose products or services include the sale of:
 - (i) sexually explicit materials; or
 - (ii) illegal products or substances.

7. Signs and Naming Devices

- 7.1 Signage or other naming devices associated with naming recognition must not impact the quality and integrity of the associated properties, buildings or land and must not provide any added risks to safety.
- 7.2 A name may only be given to one asset in recognition of a contribution, but a benefactor name may be displayed on more than one sign or naming device associated with the designated asset.
- 7.3 The government is under no obligation to create new or alter existing maps, signage or other similar naming devices when an opportunity for naming recognition is approved or terminated.

8. Naming Recognition Agreements

- 8.1 All agreements with benefactors for naming recognition must be in writing.
- 8.2 A copy of all agreements for naming recognition must be maintained in a central repository located within the Intellectual Property Program.
- 8.3 All agreements for naming recognition must specify the term of the agreement.
- 8.4 All agreements for naming recognition must include language that will enable the naming recognition to be revoked if any act or association of the benefactor or the honouree calls into serious question the integrity and reputation of the government.
- 8.5 The government may, upon giving written notice to the government ministry or government body, require termination of an agreement for naming recognition where, in the opinion of the Naming Committee or cabinet, any action or association by the naming benefactor calls into serious question the integrity and reputation of the government.

9. Continuation, Change or Transfer of Naming Recognition

- 9.1 Any discontinuation, transfer or change to the name of an asset will require government approval.

Intellectual Property Program
Ministry of Citizens' Services
Province of British Columbia
Tel: 250 216-5903

www.gov.bc.ca/NamingPrivileges

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DECISION NOTE

Advice to Deputy Minister

DATE: May 14, 2020

CLIFF#: 113103

ISSUE: Land Parcel Selection and Transfer

BACKGROUND:

- The Nechako Reservoir and Kenney Dam were created in 1950 to provide power to Alcan's smelter in Kitimat (Rio Tinto), flooding approximately 120,000 acres of Cheslatta Carrier Nation (Cheslatta) territory.
- Members of the Cheslatta were forcibly relocated out of their traditional territory in 1952 due to the construction of the Kenney Dam.
- In 1998, Cheslatta commenced legal action against the Province, Canada, and Rio Tinto.
- The Province and Cheslatta signed a memorandum of understanding on March 20, 2015 to explore an initiative to reconcile past and present impacts of the Nechako Reservoir on Cheslatta.
- In January 2018, the Ministry of Indigenous Relations and Reconciliation (MIRR) provided interest reports and maps of the parcels identified in the Settlement Agreement to line agency staff for review and feedback. MIRR is requesting support for a land package as part of a Settlement Agreement with Cheslatta (Appendix 1).
- On March 28, 2019, Cheslatta Carrier Nation and the Province signed the Cheslatta Carrier Nation Settlement Agreement to address the historic impacts of the Kenney Dam and Nechako Reservoir on the Cheslatta people. The agreement calls for the transfer of s.16 of Crown Land.
- The lands proposed for inclusion in the Settlement Agreement are located in the Nechako Reservoir and Cheslatta Lake area near Tweedsmuir Provincial Park.
- Line agencies have the legislative responsibility to manage Crown land and the interests on it. The line agencies provide comments on potential impacts of proposed land transfers for treaty or other reconciliation agreements, on existing tenures, programs, policies, and economic opportunities, operational and political concerns.
- MIRR has requested the support of the Ministry of Citizens' Services (CITZ) for the land package to be offered to Cheslatta as part of the Settlement Agreement (Appendix 2).
- MIRR has requested a response by May 22, 2020.

DISCUSSION:

To conduct this due diligence, staff consulted the following sources to determine possible overlaps or conflicts with CITZ programs or interests:

- Properties identified as surplus on the Surplus Properties List
- Real Property Division owned, leased, or managed properties on the Real Estate Policy and Performance Map
- The Single Inventory System

After examining the Cheslatta Carrier Settlement Agreement land package, Real Property Division staff have no comments or concerns.

OPTIONS:

Option 1: Sign off on the Memo supporting the land selection for the Cheslatta Carrier Nation Settlement Agreement.

Implications:

- No CITZ programs or interests are impacted.
- Supports MIRR in negotiations.
- Supports reconciliation with the Cheslatta and demonstrates the Province's commitment to implementing the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA).
- Resolves legal action against the Province.

Option 2: Do not sign off on the DM to DM Memo supporting the land selection for the Cheslatta Carrier Nation Settlement Agreement.

Implications:

- May negatively impact the relationship with MIRR at no benefit to CITZ.
- Shows lack of support for reconciliation with Cheslatta and the implementation of DRIPA.

RECOMMENDATION: Option 1

(please circle)

APPROVED

NOT APPROVED

OPTION 1



Jill Kot
Deputy Minister

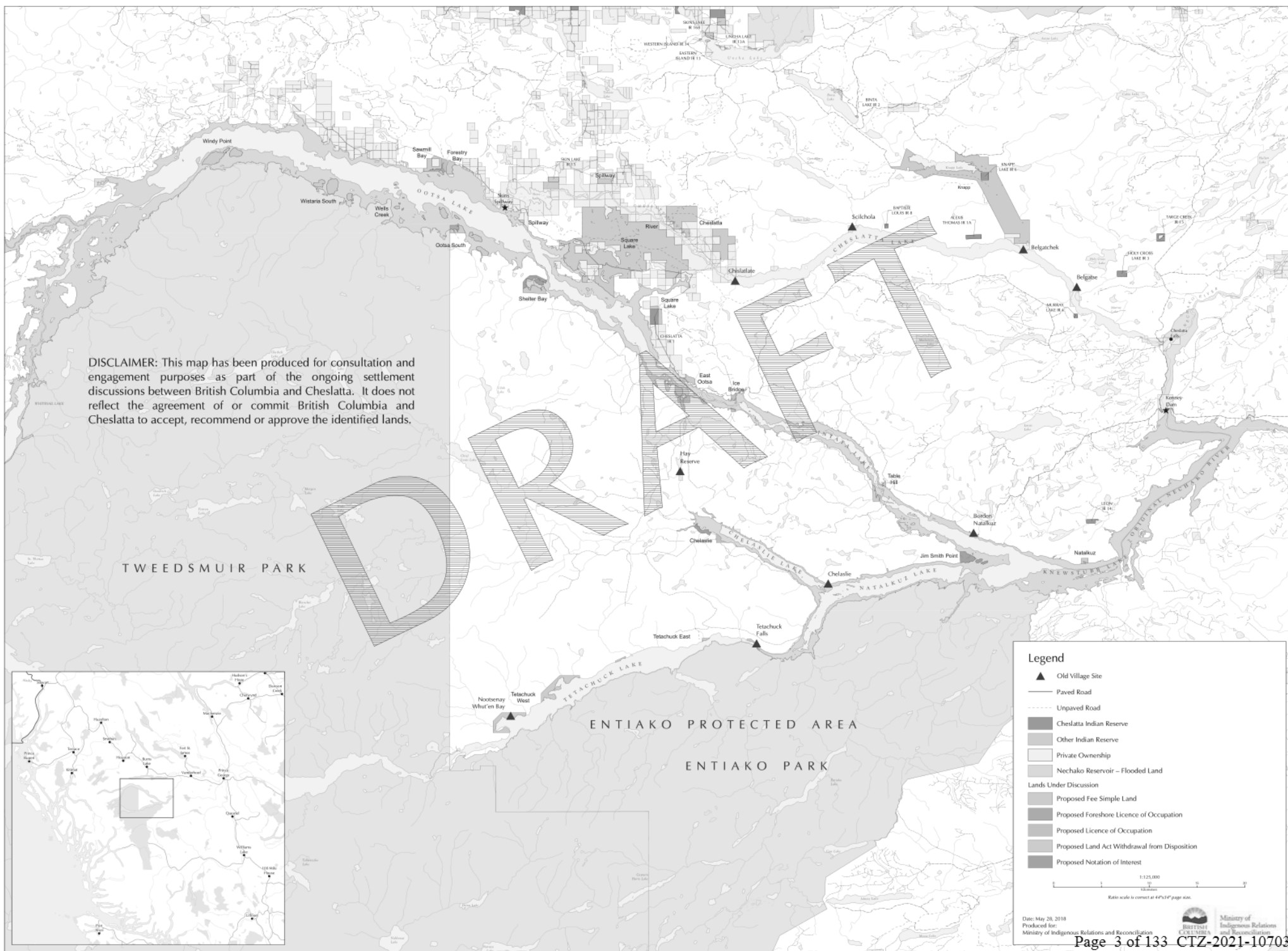
May 20, 2020

Date

Attachments: Appendix 1: Overview Map of Lands Under Discussion
Appendix 2: DM to DM Memo

ADM Contact: Sunny Dhaliwal, Assistant Deputy Minister, Real Property Division, 250 380-8311
Prepared by: Bruce Hoskins, Assistant Negotiator, Real Property Division

Lands Under Discussion: Cheslatta Carrier Nation Settlement Agreement Regarding Impacts from the Nechako Reservoir





Memorandum

Deputy Minister
Ministry of Indigenous Relations and Reconciliation

May 1, 2020

Ref. 47890

To: Jill Kot
Deputy Minister
Ministry of Citizens' Services

Re: Confirmation of Crown Land Selections Statusing under the Cheslatta Carrier
Nation Settlement Agreement

The purpose of this memo is to seek your approval to proceed with land parcel selection and transfer to implement the Cheslatta Settlement Agreement. Your approval will be subject to satisfactory conclusion of ongoing work with line agency staff, and completion of First Nations consultation and stakeholder engagement.

On March 28, 2019, Cheslatta Carrier Nation and the Province of British Columbia (B.C.) signed the attached *Cheslatta Carrier Nation Settlement Agreement* (Agreement) to address the historic impacts of the Kenney Dam and Nechako Reservoir on the Cheslatta people. The Agreement provides 10 years for B.C. to pay^{s.16} and to transfer or tenure^{s.16} of Crown land. In return, the Agreement constitutes full and final settlement of Cheslatta Carrier Nation claims against B.C. related to impacts of the Nechako Reservoir on their rights and title interests.

B.C. committed to transfer or tenure^{s.16} of Crown land within 10 years, but no specific parcels were identified or committed to in the Agreement. In February 2018, interest reports and the attached *Overview Map of Lands under Discussion (2018)* were provided to your staff and their feedback was incorporated in the attached *Land Analysis Table*.

The Ministry of Indigenous Relations and Reconciliation negotiation team has been working closely with line agencies, Ministry of Attorney General, and third parties such as Rio Tinto Alcan, since Cheslatta Carrier Nation first identified their land interests. Line agencies have provided provincial negotiations staff with excellent advice and support.

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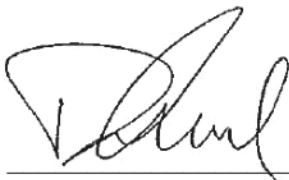
The *Land Analysis Table* documents all the advice the provincial negotiation team has received to date and the approach that will be used to manage the land interests to facilitate transfer of parcels and tenures to Cheslatta Carrier Nation. All issues of concern raised by agencies, summarized in the attached *Issues Summary Table*, have either been dealt with by agency staff, or agencies have agreed to a process that will address outstanding matters in a timely manner.

Of special note, the *Overview Map of Lands under Discussion* was shared in June of 2018 with the public, First Nations, and stakeholders.^{s.13; s.16}
s.13; s.16

Please confirm your agreement that these lands may be considered by B.C. for transfer or tenure to Cheslatta Carrier Nation by signing this memorandum below and returning it to my attention. Your signature and agreement for approval is important even if there are no issues raised by your ministry. I would appreciate receiving your reply by May 22, 2020. Your support will assist MIRR in accomplishing a key government priority.

Please contact me or Trish Balcaen, Assistant Deputy Minister, Negotiations and Regional Operations Division, if you wish to discuss this request. Trish can be reached by phone at 250-356-1645. For technical questions, you may also contact Colleen Gellein by phone at 250-847-7514, or by email at Colleen.Gellein@gov.bc.ca.

Thank you for your attention to this matter.



Doug Caul
Deputy Minister
Ministry of Indigenous Relations and Reconciliation

.../3

The Ministry of Citizens' Services agrees that the land statusing has identified all relevant issues and that those issues have been satisfactorily addressed, or actions are being taken to address the issues.



Jill Kot
Deputy Minister
Ministry of Citizens' Services

Attachments (6): Issues Summary Table
 Overview Map of Lands Under Discussion (2018)
 Map of Phased Approach (2019)
 Settlement Agreement
 Lands Under Discussion Map Atlas (2018)
 Land Analysis Table (LAT)

CC: Trish Balcaen, Assistant Deputy Minister
 Ministry of Indigenous Relations and Reconciliation

Cory Waters, Chief Negotiator for the North Area
Ministry of Indigenous Relations and Reconciliation

Ashlyn Schwaiger, Director of Land Services
Ministry of Indigenous Relations and Reconciliation

Colleen Gellein, Senior Resource Coordination Officer
Ministry of Indigenous Relations and Reconciliation

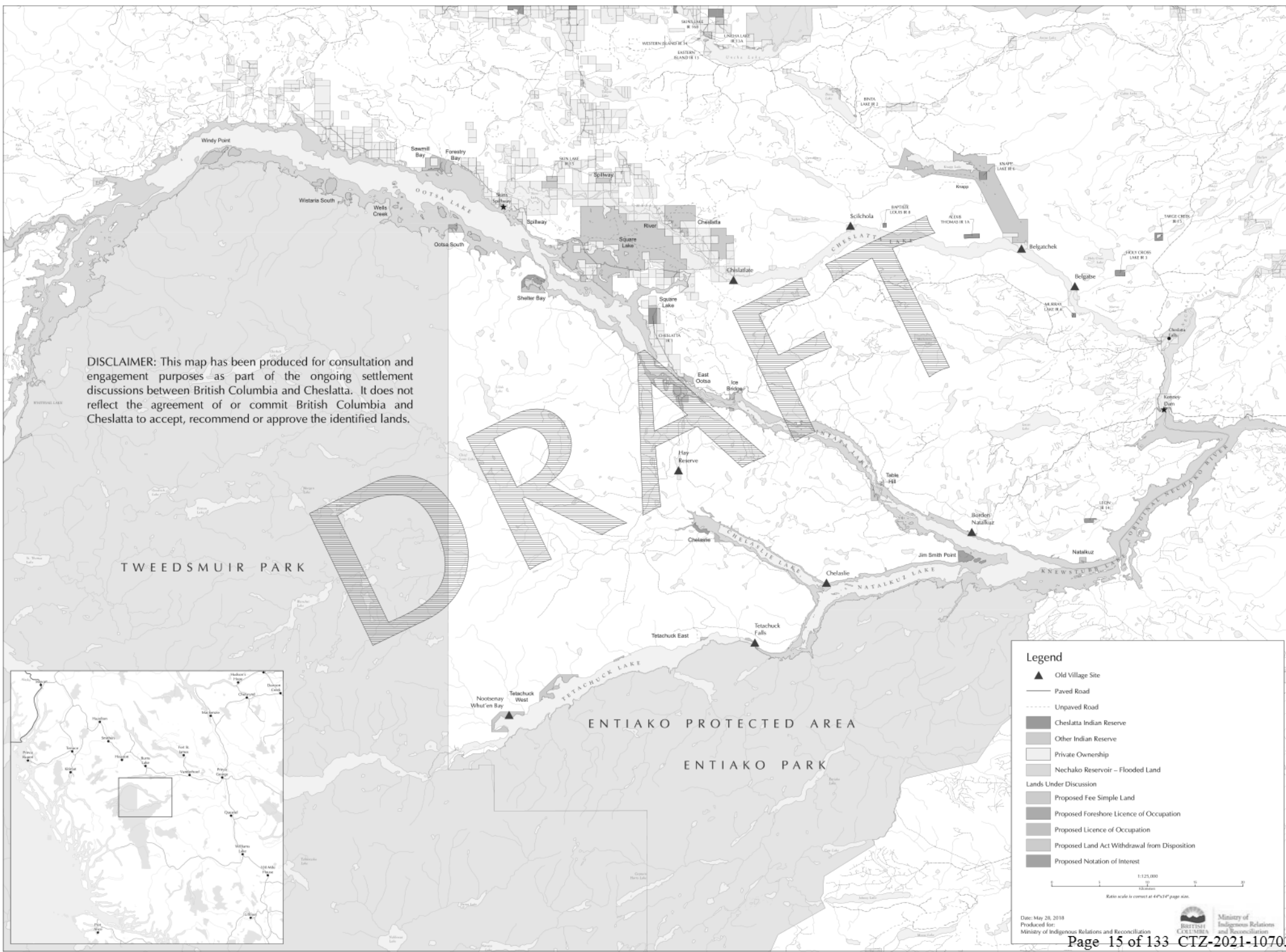
Karen MacDowell, Negotiator
Ministry of Indigenous Relations and Reconciliation

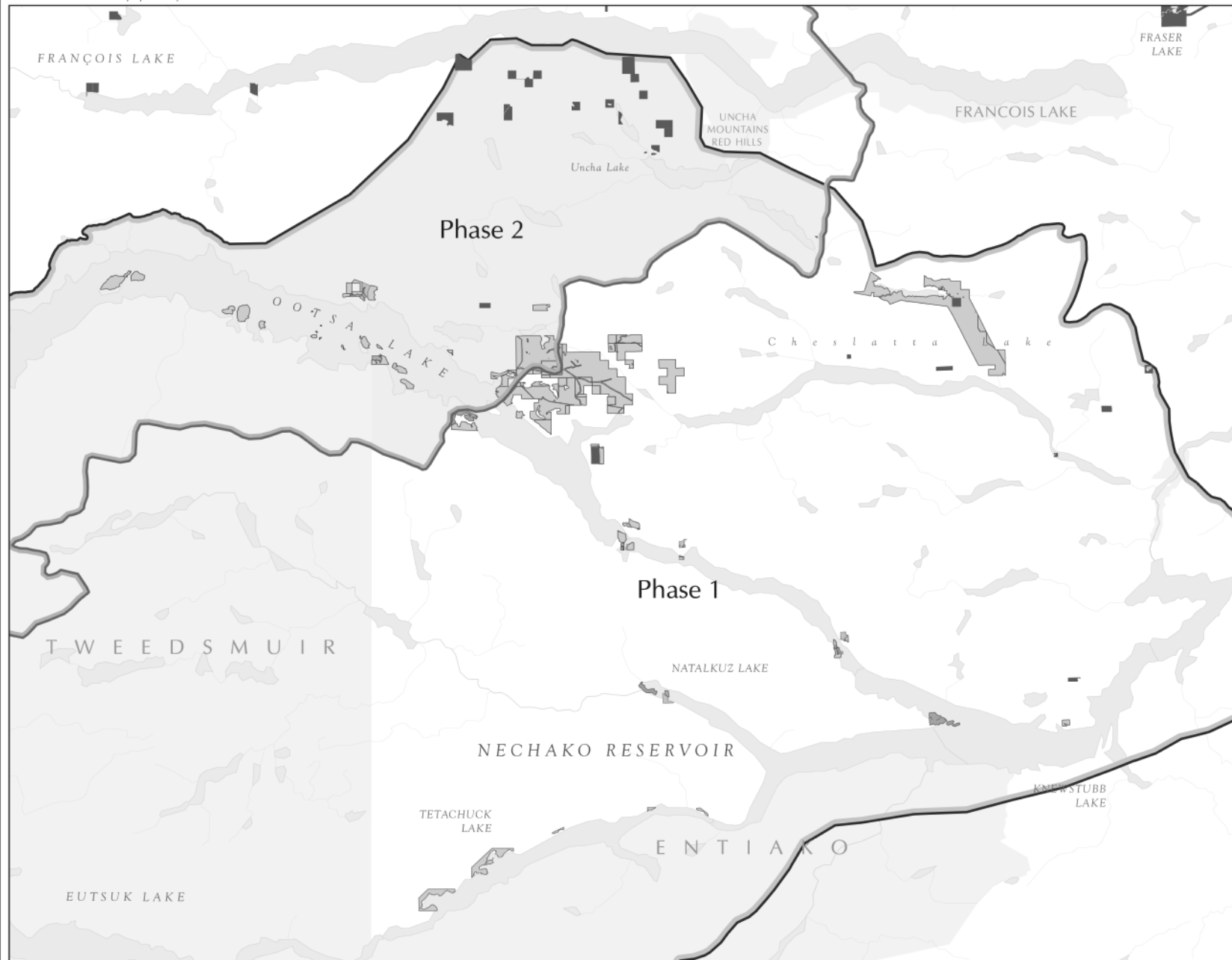
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s.13 ; s.16

Lands Under Discussion: Cheslatta Carrier Nation Settlement Agreement Regarding Impacts from the Nechako Reservoir





Cheslatta Carrier Nation Lands Under Discussion

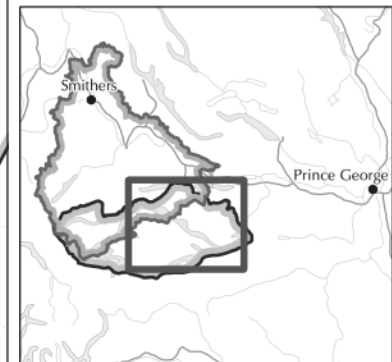
Overlap with the Office of the Wet'suwet'en
Phased Approach

- Office of the Wet'suwet'en Consultative Area Boundary
- Cheslatta Carrier Nation Consultative Area Boundary
- Areas of Overlap
- Cheslatta Candidate Fee Simple Lands
- Cheslatta Candidate Foreshore Licence Lands
- Cheslatta Candidate Licence of Occupation Lands
- Cheslatta Candidate Notation of Interest
- Cheslatta Candidate Land Act Withdrawal from Disposition
- Indian Reserve
- Protected Area
- Highway

The Consultative Area Database is not intended to create, recognize, limit, or deny any aboriginal rights, including title, that any First Nation may have; or impose any obligations on British Columbia; or alter the legal status of resources within the Province.

The Consultative Area Database is intended for use by provincial government staff only. Digital data is copyright of the Province of British Columbia, and files cannot be copied or redistributed without the permission of the Province.

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Produced by: GeoBC
Created by: Decision Support Section, AM
Coordinate System: NAD 1983 BC Environment Albers
Date: August 19, 2019
Produced for:
Ministry of Indigenous Relations and Reconciliation

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s.16

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s.13 ; s.16

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s.13 ; s.16 ; s.22

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s.13 ; s.16

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s.13 ; s.16 ; s.22

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s.13 ; s.16

DECISION NOTE

Advice to Minister Kang

Date: May 27, 2020

CLIFF#: 113226

ISSUE: Extension of Ministerial Order 085 Respecting Disclosures During COVID-19 Emergency

BACKGROUND:

On March 26, 2020, Minister of Citizens' Services Anne Kang issued a Ministerial Order (MO) under the *Freedom of Information and Protection of Privacy Act* (FOIPPA) authorizing disclosures outside of Canada under specific circumstances related to the COVID-19 pandemic. The order removed barriers that otherwise prevented health sector employees from using tools and applications for providing care during the pandemic, and to support other public servants working physically distanced from others.

DISCUSSION:

At the outset of the pandemic and implementation of physical distancing measures, there was significant concern raised by various public bodies that FOIPPA would restrict their ability to use tools necessary to work during the current pandemic. The Ministry of Citizens' Services (CITZ) acted quickly to develop the Ministerial Order (MO) that would enable the necessary tools.

Reception of the MO has been mostly positive, though there have been concerns of a "slippery slope" expressed by media. Many public bodies making use of the MO have been able to deliver critical services under stressful new circumstances, while some public bodies have been able to deliver services without reliance on the MO. The recent deployment of Microsoft Teams by CITZ has alleviated some ministries' needs for tools adopted under the authority of the MO. Analysis has also shown that some tools that public bodies already use do not require the MO for compliance.

Where the authorities granted by the MO remain essential, there are two main reasons for the ongoing need. The health sector's need has been focused on patient records and tools which facilitate patient care, related to both COVID-19 patients and others trying to avoid going to hospitals or clinics. For example, an e-fax tool has permitted pharmacies to receive prescriptions without doctors needing to go into offices. The rest of the public sector's need has predominantly centred around video-conferencing tools in lieu of in-person interactions. This has been deployed by schools offering online teaching, Ministers conducting virtual townhalls, among others.

CITZ continues to assess where and how the MO is being used and whether that need will continue past the current June 30, 2020 expiry date. The Office of the Information and Privacy Commissioner (OIPC) has been consulted on these issues and informed of current use cases. Some public bodies have indicated that the length of the ministerial order at present is the biggest barrier to transitioning to tools they would otherwise use to provide services; post-secondary institutions, in particular, are not able to plan without stability over the course of a semester. Though the request length of an extension varies, public bodies in every sector have requested the MO be extended.

OPTIONS:

Option 1: Extend Ministerial Order in full until December 31, 2020.

Implications:

- Provides for the continued use of tools to coordinate care in the health sector and retain physical distancing measures across the public sector.

- Provides certainty for public bodies currently relying on tools enabled by the MO in order to not require a quick transition off platforms and services currently in use during re-opening.
- Fits needs of the education and health sectors, which have been specifically challenged and have the most acute need for stable tools that will extend through the life of the pandemic.

s.13

Option 2: Extend Ministerial Order for select sectors until December 31, 2020.

s.13

Option 3: Do not extend ministerial order.

s.13

RECOMMENDATION: Option 1

*(please circle)***APPROVED****NOT APPROVED****OPTION** #1 
Anne Kang
MinisterJune 3, 2020

Date

Contact: Matt Reed, Executive Director, 778-698-5855