

Cliff #	Status Date	Description	Author
115876	Monday, October 04, 2021	Connecting Rural Communities – Ontario's Reverse Auction Process	OCIO-CONN
115782	Friday, October 01, 2021	Freedon of Information (FOI) Application Fee	CIRMO
115891	Tuesday, October 05, 2021	s.12 Transaction volumes for BC Services Card Activations and Overtime Hours	SBC
115901	Wednesday, October 06, 2021		SBC
115924	Tuesday, October 12, 2021	s.16	RPD
115925	Friday, October 08, 2021	Announcement of Mobile Devices for Children and Youth in Care Program	OCIO
115870	Tuesday, October 12, 2021	Connecting British Columbia program - Project Timeline Extension Request	OCIO-CONN
115924	Tuesday, October 12, 2021	s.16	RPD
115591	Tuesday, October 12, 2021	Meeting with representatives from IBM to discuss digital transformation	OCIO-DPD
115943	Wednesday, October 13, 2021	2021 Grants-in-Lieu Notification to Local Government Process	RPD
115947	Friday, October 22, 2021	Governance of OCIO technical architecture review of cases managed by Strategic Partnerships Office	OCIO-DPD
115954	Friday, October 15, 2021	The Personal Information Disclosure for Storage Outside of Canada Regulation	CIRMO
115817	Friday, October 22, 2021	Invitation to deliver opening or closing remarks virtually at the OCIO's Security Day on November 3, 2021.	OCIO-ES
115762	Thursday, October 21, 2021	2021 NCLGA Resolution R2 - Government Investment in Ownership and Development of Capital Infrastructure for Broadband and Cellular Services	OCIO-CONN
116001	Wednesday, October 20, 2021	Access to integrated, de-identified income data is need to address many of the government's top priorities.	OCIO-DPD
116025	Thursday, October 21, 2021	Introduction with Videotron President and CEO Pierre Karl Péladeau.	OCIO-CONN
116007	Thursday, October 21, 2021	Introduction with Videotron executive and their plans to expand cellular services into the B.C. market.	OCIO-CONN
116008	Thursday, October 21, 2021	Infrastructure Ontario Procurement Process	OCIO-CONN
116014	Thursday, October 21, 2021	Meeting with TELUS regarding spectrum auction	OCIO-CONN
115994	Thursday, October 21, 2021	B.C.'s response to the adoption of Canada's standard for Proof of Vaccination Certificate	OCIO-DPD
116017	Wednesday, October 27, 2021	Connected Coast Update	OCIO-CONN
116109	Friday, October 29, 2021	PSA's classification recommendation, Director, Indigenous Data Initiatives	OCIO-DPD

Cliff #	Status Date	Description	Author
116030	Tuesday, November 02, 2021	Rescind the current appointment and appoint a new Queen's Printer and Comptroller of Stationery for British Columbia	CIRMO
116108	Tuesday, November 02, 2021	Robson Square Ice Rink – Reopen December 2021	RPD
116114	Wednesday, November 03, 2021	Naming Opportunity	PSD
116116	Wednesday, November 03, 2021	Naming Opportunity	PSD
116138	Friday, November 05, 2021	UBCM follow-up meeting with East Kootenay Regional District	CONN
116060	Tuesday, November 09, 2021	Requesting amendment to an Information Sharing Agreement under Section 12 of the Statistics Act with the Ministry of Advanced Education and Skills Training (AEST)	DPD
115588	Tuesday, November 09, 2021	Shaw Communications Inc. broadband expansion update, and access to passive infrastructure	CONN
115758	Wednesday, November 10, 2021	Grants-In-Lieu Program Overview	RPD
116166	Tuesday, November 23, 2021	Privacy Impact Assessment Directions for Ministry and Non-Ministry Public Bodies	CIRMO
116023	Monday, November 15, 2021	Passive Infrastructure – Expediency and Transparency for Access to Poles	CONN
116232	Friday, November 19, 2021	Order in Council to support amendments to the Personal Property Security Regulation and Miscellaneous Registrations Regulation	SBC
116233	Friday, November 19, 2021	s.12; s.13	SBC
116137	Friday, November 19, 2021	Naming Opportunity	PSD
115830	Monday, November 22, 2021	s.12; s.13	CIRMO
116241	Friday, November 26, 2021	PSA's Classification recommendation, Executive Director, Corporate Initiatives	OCIO-ES
116291	Friday, November 26, 2021	Secondment Extension with Coastal First Nations	OCIO
116288	Friday, November 26, 2021	Indigenous Governing Entities not required to submit application fees for non-personal Freedom of Information requests	CIRMO
116293	Monday, November 29, 2021	NextGen Notice of Planned Procurement (NOPP)	OCIO
116022	Monday, November 22, 2021	Northern Development update on the Connecting British Columbia program	CONN
116156	Monday, November 8, 2021	Order in Council to support amendments to the Personal Property Security Regulation and Miscellaneous Registrations Regulation	SBC

## DECISION NOTE

### Advice to Minister Beare

**Date:** September 24, 2021

**CLIFF#:** 115782

**ISSUE:** Freedom of Information (FOI) Application Fee

#### BACKGROUND:

s.12; s.13

In FY2020/21, one FOI requester was responsible for 56% of all general FOI requests. s.13  
s.13

s.13

s.12; s.13

#### DISCUSSION:

The fee is not intended to be a barrier to access and will be set within the range of similar fees charged by other Canadian jurisdictions (i.e., \$5 – \$25, see Appendix A). As a result, the fee will be set at an amount that is not intended to recover the full cost—or even a significant portion of the costs—of operating an access to information program.

The fee would be charged for each request for each public body. For example, if the same request is submitted 20 ministries, 20 application fees will be charged s.13. As such, the new proposed application fee is s.13  
s.13

s.13

s.12; s.13

**OPTIONS:**

s.12; s.13



s.12; s.13

*(please circle)***APPROVED****NOT APPROVED****OPTION \_\_\_\_\_**

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**Lisa Beare**  
**Minister**

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**Date**

Attachment(s): Appendix A – FOI Application Fees in Other Canadian Jurisdictions  
Appendix B – Fee Amount Scenarios and Projections

Contact: Kerry Pridmore, 778 698-1591

## Appendix A: FOI Application Fees in Other Canadian Jurisdictions

Jurisdiction	Application Fee
British Columbia (Current)	No Fee
British Columbia (Proposed)	To be determined in future regulation
Alberta	\$25 for first request / \$50 per continuing request
Saskatchewan	\$20 per requests to local governments
Manitoba	No Fee
Ontario	\$5 per request
Quebec	No Fee
Nova Scotia	\$5 per request
New Brunswick	No Fee
Prince Edward Island	\$5 per request
Newfoundland and Labrador	No Fee
Yukon	No Fee
Northwest Territories	No Fee
Nunavut	\$25 per request
Canada	\$5 per request

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Withheld pursuant to/removed as

s.12 ; s.13

## DECISION NOTE

### Advice to Minister Beare

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s.13

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s.13

s.13

s.12; s.13

**OPTIONS:**

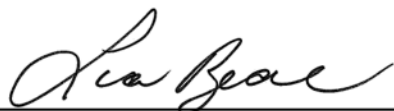
s.12; s.13

s.12; s.13

**APPROVED**

**~~NOT APPROVED~~**

**OPTION 2**



**Lisa Beare**  
**Minister**

2021-10-01

**Date**

Attachment(s): Appendix A – FOI Application Fees in Other Canadian Jurisdictions  
Appendix B – Fee Amount Scenarios and Projections

Contact: Kerry Pridmore, 778 698-1591

## Appendix A: FOI Application Fees in Other Canadian Jurisdictions

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New Brunswick	No Fee
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Newfoundland and Labrador	No Fee
Yukon	No Fee
Northwest Territories	No Fee
Nunavut	\$25 per request
Canada	\$5 per request

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Withheld pursuant to/removed as

s.12 ; s.13



**From:** [Cook, Jeannette CITZ:EX](#)  
**To:** [Pridmore, Kerry CITZ:EX](#)  
**Subject:** FW: MIN DBN - Application Fee  
**Date:** October 28, 2021 11:30:38 AM  
**Attachments:** 115782 MIN DBN - Seek TB Approval on FOI Application Fee (signed).pdf

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Hi Kerry,  
Here's the signed decision note for the files. Thanks.  
JC

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**From:** Lawal, Cassandra CITZ:EX <[Cassandra.Lawal@gov.bc.ca](mailto:Cassandra.Lawal@gov.bc.ca)>  
**Sent:** October 27, 2021 4:14 PM  
**To:** Cook, Jeannette CITZ:EX <[Jeannette.Cook@gov.bc.ca](mailto:Jeannette.Cook@gov.bc.ca)>  
**Cc:** Scott, Samantha CITZ:EX <[Samantha.Scott@gov.bc.ca](mailto:Samantha.Scott@gov.bc.ca)>  
**Subject:** RE: MIN DBN - Application Fee  
MLB approved, option 1 – please apply esig.

**Kassandra Lawal**

Office 778-974-6009 | Cell 778-678-3776  
[kassandra.lawal@gov.bc.ca](mailto:kassandra.lawal@gov.bc.ca)

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**From:** Cook, Jeannette CITZ:EX <[Jeannette.Cook@gov.bc.ca](mailto:Jeannette.Cook@gov.bc.ca)>  
**Sent:** October 27, 2021 3:40 PM  
**To:** Scott, Samantha CITZ:EX <[Samantha.Scott@gov.bc.ca](mailto:Samantha.Scott@gov.bc.ca)>  
**Cc:** Lawal, Cassandra CITZ:EX <[Cassandra.Lawal@gov.bc.ca](mailto:Cassandra.Lawal@gov.bc.ca)>  
**Subject:** MIN DBN - Application Fee

Hi there,  
Attached is the Minister's decision note for Minister's approval for the s.12; s.13  
s.12;

Thank you.

JC

**Jeannette Cook** | Director, Executive Operations  
Deputy Minister's Office | Ministry of Citizens' Services  
**Ph:** 250 387-8817 | **e:** [jeannette.cook@gov.bc.ca](mailto:jeannette.cook@gov.bc.ca)

## DECISION NOTE

### Advice to Minister Beare

**Date:** September 24, 2021

**CLIFF#:** 115782

**ISSUE:** Freedom of Information (FOI) Application Fee

#### BACKGROUND:

s.12; s.13

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s.13

s.12; s.13

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s.13

s.13

s.12; s.13

**OPTIONS:**

s.12; s.13

s.12; s.13

**APPROVED**

**~~NOT APPROVED~~**

**OPTION 1**



**Lisa Beare**  
**Minister**

2021-10-27

**Date**

Attachment(s): Appendix A – FOI Application Fees in Other Canadian Jurisdictions  
Appendix B – Fee Amount Scenarios and Projections

Contact: Kerry Pridmore, 778 698-1591

## Appendix A: FOI Application Fees in Other Canadian Jurisdictions

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Yukon	No Fee
Northwest Territories	No Fee
Nunavut	\$25 per request
Canada	\$5 per request

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Withheld pursuant to/removed as

s.12 ; s.13

## INFORMATION NOTE

### Advice to Minister Beare

**Date:** October 14, 2021

**CLIFF#:** 115954

#### **ISSUE: The Personal Information Disclosure for Storage Outside of Canada Regulation**

#### **BACKGROUND:**

With respect to disclosing personal information outside of Canada, B.C. currently has the strictest laws in the country. The *Freedom of Information and Protection of Privacy Act's* (the Act's) data-residency provisions restrict the B.C. public sector's ability to use many modern communications and collaboration tools, software and other technology. The Act mandates "blanket" data-residency protection for all personal information; however, that level of protection is not commensurate with the risk.

In October 2019, targeted amendments to the Act were passed to enable features associated with Canadian-based cloud technology. These amendments permit disclosure of personal information for temporary processing and disclosure and storage of metadata outside of Canada, but place conditions on the disclosures to ensure privacy is protected. However, feedback from public bodies covered by the Act indicated that the amendments were insufficient for enabling digital modernization.

s.12; s.13

s.12; s.13

Proposed

amendments, expected to be enacted in Fall 2021, will repeal and replace the Act's data-residency provisions and introduce a new regulation-making authority, enabling the Minister to prescribe requirements related to disclosing personal information outside of Canada.

#### **DISCUSSION:**

s.13

s.13

**CONCLUSION:**

s.13

Contact: Kerry Pridmore, ADM  
Appendix: s.13



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Withheld pursuant to/removed as

s.14

## DECISION NOTE

### ADVICE TO LORI WANAMAKER, DEPUTY MINISTER TO THE PREMIER

**DATE:** October 19, 2021

**CLIFF#: 115994**

**ISSUE:** B.C.'s response to the adoption of Canada's standard for Proof of Vaccination Certificate

**OPTIONS:**

s.13

**BACKGROUND:**

Throughout the Spring and Summer, the Government of Canada communicated plans to issue a proof of vaccine (PVC) to support Canadians travelling internationally. The notional approach discussed with the Government of Canada at the time was for Provinces and Territories (PTs) to issue a QR code to citizens who would then load this QR code into a Government of Canada app; the Government of Canada would then produce a separate PVC with a federal stamp of endorsement. This federal PVC was scheduled for implementation in December 2021.

On October 14, the Government of Canada communicated a change in approach and indicated PTs would be expected to issue a Canadian-compliant proof of vaccination for international travel AND other federally regulated travel (e.g. domestic flights, domestic train travel). The direction provided also indicated that PTs may decide whether to issue either a single proof for domestic use AND travel purposes; or two separate proofs – one for domestic use and one for international travel and other federally regulated travel within Canada.

The October 14 direction introduced a substantively different approach (an early signal that the approach would change was received on October 8), including 'look and feel' requirements, the inclusion of vaccination information on the PVC itself (instead of embedding this information in the QR code) and the addition of both official languages. These changes make it impossible for B.C.'s existing PVC to be used for federally regulated activities.

The federal government has confirmed that a public announcement is planned for October 21. The announcement will focus on communicating to Canadians that they will be able to access a pan-Canadian PVC in the next month or so. Subject to Government of Canada compliance testing, B.C. will be ready to issue the federal PVC before the required October 30 date.

**DISCUSSION:**

Based on the requirements set out by the Government of Canada, the QR code in the BC Vaccine Card would require adjustments; moreover, the visual identity standard (i.e., "look and

feel”) required by Canada is substantively different. The Government of Canada look and feel requirements include both national and provincial logos as well as detailed information on the date, product and lot of each vaccination dose. Accordingly, the BC PVC cannot be used to support international travel.

The Government of Canada has asked whether British Columbia would be keeping its existing Vaccine Card and adopting the Government of Canada PVC for international travel; or, if British Columbia would adopt the Government of Canada PVC for both domestic uses (restaurants, concerts) and federal jurisdiction (domestic flights, international travel). It is understood at this point in time that Quebec and Manitoba, and potentially Alberta, will maintain their domestic PVC and issue the Federal PVC for those requesting it.

As of October 19, 3.6 million people in British Columbia already have a BC Vaccine Card (3.3 million digital; 250,000 printed). Requiring all of these people to download or order a new PVC would be a sub-optimal user experience and could prove confusing to people in B.C. Irrespective of B.C.’s decision, clear communication to the public will be essential.

The BC Vaccine Card was designed for provincial, non-essential activities such as going to a restaurant or attending a concert. It is also being used for other purposes in both social and business settings, such as checking the vaccination status of guests and/or employers that are voluntarily requiring vaccination of their staff (outside of the scope of the PHO Order).

The Government of Canada requires additional information be shared above and beyond the QR code itself. The BC Vaccine Card only displays the individual’s legal name and vaccination status when used with B.C.’s verifier app. This approach was preferred by the Office of the Information and Privacy Commissioner as it discloses the least amount of information. The Government of Canada’s PVC standard requires the display of specific vaccine event data (date, product and lot of each dose) and date of birth – this information is required to meet international travel standards. The detailed information provided on the Government of Canada PVC is not information that is needed by restaurant employees and concert vendors.

#### **OPTIONS:**

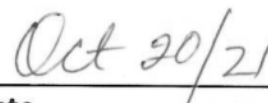
s.13

s.13

(please circle)  
**APPROVED**

**NOT APPROVED**

**Lori Wanamaker**  
**Deputy Minister to the Premier**




**Date**


Attachment: BC PVC format, Canada's standard PVC format  
Contact: Shauna Brouwer, Deputy Minister, 250-213-7074  
CJ Ritchie, Associate Deputy Minister, 250-217-1683

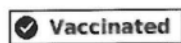
**BC PVC Format – Not actual size.****(Contains personal information - defaced to prevent misuse).**

07, September 2021

 BC Vaccine Card

**BRADLEY HEAD**



 **Vaccinated**

Issued on September-07-2021, 07:35

**Canada's Standard PVC Format (not actual size)**Issuing Province / Territory  
Province / Province de délivranceCountry of issuance /  
Pays d'émission**Canada**Name / Nom : **Pritchett, Jay**Date of birth / Date de naissance : **02 JUL / JUIL 1955****Vaccinations administered / Vaccins reçus : 3**Date: **05 OCT / OCT 2021**Product / Produit : **MODERNA COVID-19 mRNA-1273**Lot: **EY0578**Date: **05 FEB / FÉV 2021**Product / Produit : **MODERNA COVID-19 mRNA-1273**Lot: **AV0348**Date: **05 JAN / JAN 2021**Product / Produit : **MODERNA COVID-19 mRNA-1273**Lot: **CB2362**

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## DECISION NOTE

### Advice to Minister Beare

**Date:** October 28, 2021

**CLIFF#:** 116030

**ISSUE:** Rescind the current appointment and appoint a new Queen's Printer and Comptroller of Stationery for British Columbia.

#### BACKGROUND:

The *Queen's Printer Act* states that a "Queen's Printer and Comptroller of Stationery for British Columbia" may be appointed under the *Public Service Act*. Bobbi Sadler is currently appointed as Queen's Printer and Comptroller of Stationery for British Columbia. This appointment was made when Bobbi was the Assistant Deputy Minister of the Procurement and Supply Division of the Ministry of Citizens' Services (CITZ). Bobbi's appointment as Queen's Printer should be rescinded because Bobbi is now the Deputy Minister, BC Public Service Agency; and a new Queen's Printer and Comptroller of Stationery should be appointed.

#### DISCUSSION:

The Queen's Printer has several legislated duties. Section 2 of the *Queen's Printer Act* sets out the general accountabilities of the Queen's Printer: "The Queen's Printer, under the direction of the minister, has the management and control of the printing, publishing and stationery services of the ministry, and has the powers and must perform the duties conferred on or assigned to the Queen's Printer under this Act or any other Act".

The Queen's Printer is also responsible, under the *Queen's Printer Act*, for managing and printing Legislative Assembly documents, including:

- printing and publishing of The British Columbia Gazette, which contains proclamations, legal and government notices required by provincial statute or regulation;
- printing all Acts, journals, sessional papers and other public documents placed before the Legislature; and
- delivering materials related to Legislative Assembly matters to Members of the Legislative Assembly and others authorized by the Minister.

The Queen's Printer exists as a branch within CITZ. The Assistant Deputy Minister of the Procurement and Supply Division in CITZ is generally regarded as fulfilling the role of the Queen's Printer and in practice is considered to hold accountability for the functioning of the office of the Queen's Printer. Bobbi Sadler was appointed as Queen's Printer when she was the Assistant Deputy Minister of the Procurement and Supply Division. Teri-Lyn Spaven is the current Assistant Deputy Minister of the Procurement and Supply Division, and she should now be appointed Queen's Printer and Comptroller of Stationery for British Columbia.

The attached Order in Council (OIC) will formally rescind the current appointment and appoint a new Queen's Printer and Comptroller of Stationery for British Columbia under the *Public Service Act*. Legal Services Branch and the BC Public Service Agency support this OIC.

**OPTIONS:****Option 1:** Approve the attached tagged Order in Council to:

- Rescind the appointment of Bobbi Sadler as Queen's Printer and Comptroller of Stationery for British Columbia; and
- Appoint Teri-Lyn Spaven as Queen's Printer and Comptroller of Stationery for British Columbia.

*Implications:*

- Provides transparency and reinforces the importance of the role of the Queen's Printer.
- Aligns with the legislation and current practice.

**Option 2:** Do not approve the attached tagged Order in Council to:

- Rescind the appointment of Bobbi Sadler as Queen's Printer and Comptroller of Stationery for British Columbia; and
- Appoint Teri-Lyn Spaven as Queen's Printer and Comptroller of Stationery for British Columbia.

*Implications:*

s.13

**RECOMMENDATION:**

Option 1.

*(please circle)***APPROVED****NOT APPROVED****OPTION 1**


2021-11-02

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**Lisa Beare**  
**Minister**


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**Date**

Attachment: Tagged Order in Council  
 Contact: Matt Reed, Executive Director and A/Chief Policy Officer, Phone 778 698-5855

## DECISION NOTE

### Advice to Minister Beare

**Date:** October 5, 2021

**CLIFF#: 116166**

**ISSUE:** Privacy Impact Assessment Directions for Ministry and Non-Ministry Public Bodies

#### **BACKGROUND:**

Proposed amendments to the *Freedom of Information and Protection of Privacy Act* (FOIPPA) include strengthened requirements related to privacy impact assessments (PIAs), including for ministry and non-ministry public bodies to conduct a privacy impact assessment and to do so in accordance with the directions of the minister (PIA directions). While conducting PIAs in accordance with the PIA directions is the current process for ministries, the amendments will clarify this requirement for non-ministry public bodies.

The purpose of PIA directions is to clarify the legislative requirements for PIAs and to assist public bodies in conducting and documenting PIAs. This includes determining when to complete a PIA and whether the initiative meets the requirements under Part 3 (Protection of Privacy) of FOIPPA. The PIA directions set further requirements for PIAs, which then enable the Corporate Information and Records Management Office (CIRMO) to fulfill its legislated role of reviewing and assessing ministry PIAs to ensure compliance with FOIPPA.

The PIA directions were last updated in 2014. Updates are required in order to align section references with the amended FOIPPA. Updated PIA directions will also enable a future-state digital PIA process as contemplated following CIRMO's PIA Service Design project in 2019. Further, provisions respecting storage and access of personal information outside of Canada (i.e., data residency) are proposed to be repealed from FOIPPA.<sup>s.13</sup>

s.13

#### **DISCUSSION:**

s.13



s.13

The PIA directions for non-ministry public bodies are similar to those for ministries; however, they include increased flexibility to reflect the different size and scale of operations for non-ministry public bodies. New PIA directions will assist non-ministry public bodies in conducting PIAs in alignment with their legislative requirements while preserving as much process flexibility as possible.

**OPTIONS:**

s.13

**RECOMMENDATION:**

s.13

*(please circle)***APPROVED****NOT APPROVED**

s.13



2021-11-23

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**Lisa Beare**  
**Minister**


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**Date**

Contact: Kerry Pridmore, 778-698-1591

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Withheld pursuant to/removed as

s.12 ; s.13

## DECISION NOTE

### Advice to Minister Beare

**Date:** November 25, 2021

**CLIFF#: 116288**

**ISSUE:** Indigenous Governing Entities not required to submit application fees for non-personal Freedom of Information requests

#### **BACKGROUND:**

Bill 22, *Freedom of Information and Protection of Privacy Amendment Act* ("the Act") introduces an Application Fee ("the fee") charged for non-personal freedom of information (FOI) requests. The Ministry has consistently expressed a commitment to *Declaration Act* (DRIPA) through the process of developing legislative amendments.

On November 23<sup>rd</sup>, 2021 the Union of British Columbia Indian Chiefs (UBCIC) submitted an open letter to the Premier and Minister Beare calling for the immediate withdrawal of Bill 22. Based on the concerns identified by UBCIC and building on prior reconciliation efforts, the Province is considering not requiring Indigenous Governing Entities (IGEs) to submit application fees for non-personal FOI requests. As defined in Bill 22, IGEs "means an Indigenous entity that exercises governmental functions, and includes but is not limited to an Indigenous governing body as defined in [the Declaration Act]". While this definition is broader than the definition of Indigenous Governing Body, some Indigenous groups such as UBCIC, Assembly of First Nations, and others would not fall under the IGE category.

#### **DISCUSSION:**

s.13

**OPTIONS:**

s.13

**RECOMMENDATION:**

*(please circle)*

**APPROVED**

**NOT APPROVED**

**OPTION** s.13

  
\_\_\_\_\_  
**Lisa Beare**  
**Minister**

November 26, 2021  
**Date**

Attachment: Kerry Pridmore  
Contact: 250-507-1485

## INFORMATION NOTE

### Advice to Deputy Minister

**DATE:** October 1, 2021

**CLIFF#: 115876**

**ISSUE:** Connecting Rural Communities – Ontario's Reverse Auction Process

#### **BACKGROUND:**

Ontario is looking to bring high speed internet to all rural and indigenous communities by the end of 2025. On September 9, 2021, Ontario announced a reverse auction "procurement" process, led by Infrastructure Ontario (IO) to provide grant subsidies to connect remaining rural communities (see ATT-1). IO is a Crown agency in Ontario, reporting to the Minister of Infrastructure. Funding for this program is part of \$4B that Ontario has committed to connect all Ontarians by 2025, which includes \$1.2B of federal-provincial matching investment.

Infrastructure Ontario is leading a two-part procurement process for the reverse auction:

1. **A Request for Qualification (RFQ)** to identify qualified internet service providers (ISPs); and
2. **A Request for Proposal (RFP)** process for qualified ISPs to bid on infrastructure builds in designated areas of Ontario.

For the RFP reverse auction process:

- Infrastructure Ontario has divided underserved areas into defined "geographical lots;"
- Each lot is prescribed a technology (e.g., "Lot ## requires a fibre solution");
- A reserve price is set for each lot; and
- The winning proponent is the one who bids the lowest on each lot.

s.13

#### **DISCUSSION:**

The Connectivity Division is evaluating available options to administer grant programs for remaining rural and indigenous communities. s.13

s.13

Providing B.C. rural and indigenous communities with high-speed internet will likely require harnessing multiple available internet technologies – e.g., fibre, satellite, fixed wireless. The reverse auction process allowed Ontario to divide the province into geographical lots and to identify the best fit technology and approach for each area.

Utilizing Infrastructure Ontario (a Crown agency) to administer the subsidy process provides the Province with arms' length from adjudication of proposals. The Province of Ontario will retain:

- Funding agency and oversight for connectivity projects;
- Contract oversight (likely to be done as a combined effort with IO); and
- Coordination of parallel funding streams for connectivity.

s.13

**SUMMARY:**

- B.C. is evaluating available models for effective administration of grant funds to provide high speed internet to remaining underserved areas in the Province.
- s.13
- Connectivity Division continues to evaluate this approach and will keep the Deputy Minister's office updated on program knowledge and next steps.

Attachment: ATT-1: Ontario Takes next Step to Expand High-Speed Internet Access

Contact: Howard Randell, Phone #250 953-3978

## NEWS RELEASE

# Ontario Takes Next Step to Expand High-Speed Internet Access

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## DECISION NOTE

### Advice to Deputy Minister

**DATE:** October 5, 2021

**CLIFF#:** 115870

**ISSUE:** Connecting British Columbia program – Project Timeline Extension Request

#### BACKGROUND:

This decision note focuses on a request received from Northern Development Initiative Trust (NDIT) on September 15, 2021, for guidance on project extensions for certain projects funded by phase 4 Economic Recovery Intake.

Projects funded by the Economic Recovery Intake (ERI) are to be completed by October 31, 2021, however with supply chain issues due to the pandemic and the impact of wildfires, recipients have asked for project extensions that range from one month to more than one year (December 2022).

As of August 31, 2021, the program has committed \$85.528M toward 54 projects. There is \$4.678M remaining to be allocated to new and waitlisted projects.

#### DISCUSSION:

Project extension requests have been received from six service providers affecting 19 projects. See ATT 1, 2 and 3 for letters from BC Ferries, CityWest, Lytton Area Wireless Society, Minto, Nisga'a Nation, Shaw, and Rogers.

There is a wide recognition in the telecommunications industry that the pandemic has affected the supply chain for equipment required by service providers to enable completion of their projects. The wildfires have also impacted the completion timelines for some projects.

The request for guidance affects not only projects that are currently inflight, but also new applications that are seeking funding.

- An example of a new project is from the Lytton Area Wireless Society to build a new network for Lytton. In this case, the internet service provider is seeking a project completion date of December 31, 2022.
- Another example, <sup>s.16</sup>  
s.16

#### OPTIONS

**Option 1:** NDIT to extend ERI Phase 4 project completion timelines to December 31, 2022.

##### *Implications:*

- NDIT can extend project timelines on a case-by-case basis and respond back to service providers on a timely basis.
- Requires outreach to regional districts and local governments to advise that projects are in progress thereby managing community expectations.

s.13

**RECOMMENDATION: Option 1:** NDIT to extend ERI Phase 4 project completion timelines to December 31, 2022.

*(please circle)***APPROVED****NOT APPROVED****OPTION**   **1**  

**Shauna Brouwer Deputy Minister**  
**Ministry of Citizens' Services**

October 12, 2021

\_\_\_\_\_  
**Date**

Attachment(s): ATT-1, 2 and 3 NDIT Request for Guidance plus recipient extension requests  
Contact: Howard Randell, Executive Director, Network BC, 250 415-6867

September 15, 2021

Ministry of Citizens' Services  
PO Box 9412 Stn Prov Govt  
Victoria, BC V8W 9A0

**Attention: Susan Stanford**  
**Assistant Deputy Minister**

**Subject: Connecting B.C. Program – Project Timeline Extension Request**

Dear Susan,

We are writing to you to request a timeline extension for Connecting B.C. Economic Recovery Intake (Phase 4 ERI) projects due to global supply chain interruptions and land acquisition and permitting delays that project recipients have experienced.

For your reference, we have included letters from the recipients outlining their timeline requests and rationales. The existing agreement between the Ministry and NDIT stipulates most ERI projects must be completed by October 31, 2021. In March, the Ministry provided the Trust (Ref letter 114821), with the ability to extend ERI project completion dates to October 31, 2022, for the Rogers Highway 16 cellular project and all other project applications received after March 15, 2021. We are requesting your permission to extend timelines on a case-by-case basis for the following projects:

Project Number	Proponent/Project	New Completion Date (Extension Amount)	Rationale
7122-85	Shaw/Pender, Mayne and Galiano Islands Microwave Upgrade	December 1, 2021 (1 month)	Supply chain
7569-85	Nisga'a Lisims/Dim Huxagat wil uya'ahl ts'amtX	January 31, 2022 (3 months)	Supply chain
7148-85	Rogers/FWA South	February 28, 2022 (4 months)	Supply chain, land acquisition
7147-85	Rogers/Hwy 14 Sooke to Port Renfrew	June 30, 2022 (8 months)	
7149-85	Rogers/Hwy 95 Harrogate to Nicholson	July 31, 2022 (9 months)	
7152-85	Rogers/Hwy 97 Pine Pass Cellular	July 31, 2022 (9 months)	
7461-85	BC Ferries/Terminal Wi-Fi	July 31, 2022 (9 months)	Supply chain
7115-85	CityWest/Burns Lake	October 31, 2022 (1 year)	Supply chain, permitting process
7201-85	CityWest/Cortes Island		
7304-85	CityWest/Quadra Island		
7313-85	CityWest/Haida Gwaii South		
7315-85	CityWest/Bella Coola		

7320-85	CityWest/Haida Gwaii North		
7331-85	CityWest/Zeballos		
7492-85	CityWest/Hornby Island		
7499-85	CityWest/Denman Island		
7528-85	CityWest/Haida Gwaii-Tlell		
7529-85	CityWest/Haida Gwaii-Tow Hill		

Additionally, we received a request for a project timeline extension from the Lytton Area Wireless Society for a wildfire recovery project that was recently submitted to the ERI funding intake for consideration. We have included the letter for your consideration as the proponent has requested a project completion date of December 31, 2022. Given the recent impacts to the Lytton area, we are comfortable and supportive of the timeline they have proposed, though the project remains subject to technical review prior to any approval decision from the Trust.

We request the Ministry provide us with guidance on whether this project should be considered eligible for ERI funding given the proposed construction timeline, as well as the other projects listed above.

Thank you for your consideration and continued partnership to expand broadband access to rural and remote communities through British Columbia.

Sincerely,



Joel McKay  
Chief Executive Officer

c: Howard Randell, Executive Director, Network BC

Attachments: Shaw Communications Inc. Request for Extension Letter - September 10, 2021  
Nisga'a Lisims Government Economic Recovery Intake Letter  
Rogers FWA North/South Letter - September 10, 2021  
Rogers Hwy 14 Sooke to Port Renfrew Letter - September 10, 2021  
Rogers Hwy 95 Harrogate to Nicholson Letter - September 10, 2021  
Rogers Hwy 97 Pine Pass Letter - September 10, 2021  
BC Ferries Request for Project Extension Letter - September 10, 2021  
CityWest Project Extension Letter - September 10, 2021  
Lytton Area Wireless Society Project Extension Letter - September 10, 2021



September 10, 2021

Christine Gagne  
Senior Partner Programs Manager  
Northern Development Initiative Trust  
1268 5 Ave, Prince George, BC V2L 3L2

Dear Ms. Gagne,

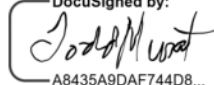
**RE: Request for Extension**  
***Connecting British Columbia Program, B.C. Economic Recovery***  
**Pender, Mayne, Galiano Islands Microwave Capacity Upgrade**

Shaw continues to appreciate our partnership with Northern Development in building broadband infrastructure to expediate access to high-speed internet service to rural and indigenous underserved communities. Over this past year, due to challenges related to the COVID-19 pandemic, Shaw is kindly requesting an extension beyond the October 31, 2021 deadline to upgrade internet service to residents on Pender, Mayne and Galiano islands. Shaw continues to encounter a number of delays primarily due to supply chain issues including the delivery of radio equipment and cabinets.

Shaw is seeking an extension of December 1, 2021 to complete the work and upgrade service.

If you have any questions, please do not hesitate to contact me at your convenience. We look forward to your feedback.

Best,

DocuSigned by:  
  
A8435A9DAF744D8...

Todd Musat  
Director, Critical Infrastructure and Standards

cc: Kiersten Enemark, Government Relations Director, B.C.



**Nisga'a Lisims Government**

T 250 633 3000 / F 250 633 2367  
TF 1 866 633 0888

PO Box 231 / 2000 Lisims Dr  
New Aiyansh BC / Canada V0J 1A0

**NISGAANATION.CA**

**Ms. Christine Gagne  
Senior Partner Programs Manager  
Northern Development Initiative Trust  
301-1268 Fifth Avenue, Prince George BC V2L 3L2**

*Re: Economic Recovery Intake – 7569-85*

Dear Ms. Gagne:

As per your email of September 2, 2021, please accept this letter as a request from the Nisga'a Nation to extend the completion date of our project to January 31, 2022. We are experiencing supply chain issues specifically for fibre optic splice cases and backup generators, which will delay the project by three months.

We expect to complete the project on budget, and to the same number of premises, but a three-month extension will allow sufficient time to procure those essential components which are currently in short supply.

If you have any questions or require further clarification, please do not hesitate to contact me at <sup>s.22</sup> or [colliera@niscgaa.net](mailto:colliera@niscgaa.net).

Yours very truly,  
Nisga'a Nation

A handwritten signature in black ink, appearing to read 'Collier Azak'.

Collier Azak – Chief Executive Officer



Northern Development Initiative Trust  
Suite 301-1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Attn: Christine Gagne

September 10, 2021

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FWA North/South

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Dear Christine,

Rogers is writing today to advise of a delay on the FWA North/South Project, originally slated for completion by October 31, 2021.

While we have been working diligently to deliver the Project as specified, we have encountered a number of challenges that have caused schedule slippage. This particular project has delays that included land acquisition, design revisions and material supply.

As you are no doubt aware, there is a global supply shortage of structural steel and while we ordered materials well within timelines for delivery to meet our October 31<sup>st</sup>, 2021 in service date, there are significant delays from our supplier for tower requirements. Regarding land acquisition, not only has Rogers had to relocate some sites for both technical and a lack of willing landlord reasons, but we have also encountered lack of support from communities during the consultation phase resulting in sites having to be cancelled.

Rogers and pushed forward on both fronts and are now seeing schedule dates begin to firm up and planning for construction activities is well underway, estimated delivery timeframe for sites that do not require re-submission to NDIT for additional height requirements is February 2022. Please let me know should you require further details. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Victoria Smith".

Victoria Smith  
Senior Director, Service Expansion West  
[Victoria.smith@rci.rogers.com](mailto:Victoria.smith@rci.rogers.com)

1900-4710 Kingsway, Burnaby BC V5H 4W4





Northern Development Initiative Trust  
Suite 301-1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Attn: Christine Gagne

September 10, 2021

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Highway 14 - Sooke to Port Renfrew - #7147-85

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Dear Christine,

Rogers is writing today to advise of a delay on the Highway 14 - Sooke to Port Renfrew Project, originally slated for completion by October 31, 2021.

While we have been working diligently to deliver the Project as specified, we have encountered a number of challenges that have caused schedule slippage. This particular project has delays that were twofold and related to land acquisition and material supply.

As you are no doubt aware, there is a global supply shortage of structural steel and while we ordered materials well within timelines for delivery to meet our October 31<sup>st</sup>, 2021 in service date, there are significant delays from our supplier for tower requirements. Regarding land acquisition, not only has Rogers had to relocate some sites for technical reasons, but we have also had challenges with finding willing landlords. Engagement with the Pacheedaht First Nation is critical to this Project. The Pacheedaht has understandably had many priorities to manage of late including the on-going Fairy Creek situation. We look forward to resuming consultation with Pacheedaht with a meeting scheduled for next week.

Rogers will continue to push forward on both fronts and are now seeing schedule dates begin to firm up and planning for construction activities is well underway. Estimated completion date currently is June 2022, however we continue to look for ways to enhance schedule to deliver on an accelerated timeline. Please let me know should you require further details. Thank you.

Sincerely,

Victoria Smith  
Senior Director, Service Expansion West  
[Victoria.smith@rci.rogers.com](mailto:Victoria.smith@rci.rogers.com)

1900-4710 Kingsway, Burnaby BC V5H 4W4







Northern Development Initiative Trust  
Suite 301-1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Attn: Christine Gagne

September 10, 2021

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Highway 95 - Harrogate to Nicholson - #7149-85

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Dear Christine,

Rogers is writing today to advise of a delay on the Highway 95 - McMurdo Project, originally slated for completion by October 31, 2021.

While we have been working diligently to deliver the Project as specified, we have encountered a number of challenges that have caused schedule slippage. This particular project has delays that were twofold and related to land acquisition and material supply.

As you are no doubt aware, there is a global supply shortage of structural steel and while we ordered materials well within timelines for delivery to meet our October 31<sup>st</sup>, 2021 in service date, there are significant delays from our supplier for tower requirements. Regarding land acquisition, our originally selected site failed land use and we were required to source a new location. The new site is now proceeding through the Crown application process for approval.

Rogers and pushed forward on both fronts and are now seeing schedule dates begin to firm up and planning for construction activities is well underway. Estimated delivery timeline for this project is July 2022 but is contingent on a favourable outcome of our Crown application. Please let me know should you require further details. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Victoria Smith".

Victoria Smith  
Senior Director, Service Expansion West  
[Victoria.smith@rci.rogers.com](mailto:Victoria.smith@rci.rogers.com)

1900-4710 Kingsway, Burnaby BC V5H 4W4





Northern Development Initiative Trust  
Suite 301-1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Attn: Christine Gagne

September 10, 2021

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Highway 97 - Pine Pass - #7152-85

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Dear Christine,

Rogers is writing today to advise of a delay on the Highway 97 - Pine Pass Project, originally slated for completion by October 31, 2021.

While we have been working diligently to deliver the Project as specified, we have encountered a number of challenges that have caused schedule slippage. This particular project has delays that were twofold and related to land acquisition and material supply.

As you are no doubt aware, there is a global supply shortage of structural steel and while we ordered materials well within timelines for delivery to meet our October 31<sup>st</sup>, 2021 in service date, there are significant delays from our supplier for tower requirements. Regarding land acquisition, Rogers has had to relocate some sites for technical reasons which delayed our ability to submit Crown applications until June. We received final acceptance of the applications in July and anticipate receipt of LOO in mid-September.

Rogers and pushed forward on both fronts and are now seeing schedule dates begin to firm up and planning for construction activities is well underway. Estimated delivery of this project is July 2022 with expectation of application approval on the mid-September timeline. Please let me know should you require further details. Thank you.

Sincerely,

Victoria Smith  
Senior Director, Service Expansion West  
[Victoria.smith@rci.rogers.com](mailto:Victoria.smith@rci.rogers.com)

1900-4710 Kingsway, Burnaby BC V5H 4W4



September 10, 2021

Ms. Christine Gagne  
Senior Partner Programs Manager  
Northern Development Initiative Trust  
301 – 1268 Fifth Avenue  
Prince George, BC V2L 3L2

Dear Ms. Gagne,

**RE: BC FERRIES TERMINAL CUSTOMER WI-FI PROJECT (#746185) – REQUEST FOR PROJECT EXTENSION**

This letter is to inform you that global supply chain issues have affected our project completion date, and we are seeking an extension of the project.

In April 2021, National Development Initiative Trust granted BC Ferries a project to introduce customer Wi-Fi service at fourteen BC Ferries terminals. At the time of the project application and as per the Agreement, we had highlighted a risk of global supply chain delays that could potentially impact the project timelines. As reported in our monthly meetings and by email to NDIT (dated July 28, 2021), the equipment orders were initially delayed from July to October. We now have been informed that there is a further delay, as noted in the table below.

Item	Qty	Original Delivery Dates	Latest Estimated Delivery
Indoor Access Points	18	July 22, 2021	October 13, 2021
Omnidirectional Outdoor Access Points	17	July 22, 2021	December 21, 2021
Directional Outdoor Access Points	21	July 22, 2021	December 21, 2021

These new delivery times impact the project completion date of October 31, 2021.

We would like to request the Trust to extend the project completion date to July 31, 2022. We feel that this will give us adequate time to receive the equipment and complete the project.

We appreciate your consideration of this request and look forward to confirmation of the extension. If you have any questions, please feel free to contact me directly.

Yours sincerely,  
BRITISH COLUMBIA FERRY SERVICES INC.



Chetan Sondagar  
Director, Technology Services



248 3<sup>rd</sup> Ave. West Prince Rupert, BC V8J 1L1  
1-800-442-8664 | [citywest@cwct.ca](mailto:citywest@cwct.ca) | [www.citywest.ca](http://www.citywest.ca)

---

Christine Gagne  
Senior Partner Programs Manager  
Northern Development Initiative Trust  
301-1268 Fifth Ave.  
Prince George, BC  
V2L 3L2

September 10, 2021

Dear Christine,

Thank you for giving us the opportunity to request an extension for projects funded by the Economic Recovery Intake program. While we are aware that the deadline for project completion is October 31, 2021, a number of circumstances have arisen that has forced us to request an extension to October 31, 2022 for the following projects:

- 7115-85: Connecting Burns Lake
- 7201-85: Connecting Cortes Island
- 7304-85: Connecting Quadra Island
- 7313-85: Connecting Haida Gwaii South
- 7315-85: Connecting Bella Coola
- 7320-85: Connecting Haida Gwaii North
- 7331-85: Connecting Zeballos
- 7492-85: Connecting Hornby Island
- 7499-85: Connecting Denman Island
- 7528-85: Connecting Haida Gwaii-Tlell
- 7529-85: Connecting Haida Gwaii-Tow Hill

We are requesting these extensions for two primary reasons: delays arising from the permitting process; and delays arising from the supply chain.

### **Permitting delays**

A number of our projects have had their start dates pushed back due to delays in the granting of permits. Many times, permitting agencies have reviewed our permit, then sent them back to us with questions and suggested revisions; when we return the revised permits to the agency, we are again

told to re-write the permit. We understand this reflects the nature of the permitting process, and the desire of agencies to ensure the correct information is included in each permit in a standardized manner. However, as we note below, this permitting process has pushed back our start dates.

Some examples of permit delays are below, along with the estimated duration of the delay. Because the engineering design and drafting process is a linear method, consistent hours of drafting and design time are required to complete each permit. One project delay or an additional request for a permit causes a ripple delay in the production line of other permits. Therefore, all projects will feel the effects.

And, since construction cannot begin until permitting is completed, the delays in permitting cause our construction timelines to be pushed back as well.

s.13; s.16

s.13; s.16

Haida Gwaii projects – 11-WEEK DELAY

s.13; s.16

**Supply chain delays**

Over the last year we have experienced multiple delays and long lead times for vendor orders. This includes but is not limited to the following equipment:

- Routers
- Switches
- Vehicles
- Modems
- GPON equipment
- Servers

While there are myriad reasons for such delays, two primary factors stand out:

1. A worldwide semiconductor shortage, which is expected to last until the third quarter of 2022. There have been semiconductor shortages in the past, but they have never lasted this long. Because we work in a technological industry, these shortages have a major impact on the production of our equipment.
2. A worldwide global shipping container shortage. At ports across the world there are a significant number of containers that are stacking up at cargo ports. This leads to equipment that will sit for months with no action. The only way to expedite these requests is to pay an exorbitant amount to skip the queue. In normal times, a container could cost \$5,000. Now, it's reaching in excess of \$50,000.

In pre-pandemic times, we would expect delivery of equipment within 1-2 months. In some cases, we are now being told that this equipment will not arrive until late-2022. Additionally, we have been told by various suppliers that we should start placing orders now for equipment we want in 2023.

At CityWest, we are committed to completing the projects for which we have received funding in as expedient a manner as possible. We also want to make sure that any project upholds the highest level of quality in all aspects of the build. Most importantly, we want to make sure our customers are provided with the best customer experience in everything we do – this is the vision that guides us, and it's the attitude we bring to planning and executing on our projects. For these reasons, we believe an extension of the deadlines to October 31, 2022 will ensure our customers receive excellent services without compromising on quality.

If you require any additional information, please feel free to reach out.

Sincerely yours,



Stefan Woloszyn, CEO  
CityWest

September 10, 2021

To Whom It May Concern:

Lytton Area Wireless Society would like to thank you for the opportunity to apply for the economic recovery grant program. Being awarded these grant funds will be an immense benefit for the town of Lytton and the affected First Nation Reserves in our efforts to restore critical communication and connectivity.

We would like to request an extension date for the completion of the project to December 31, 2022 due to the following reasons:

The town of Lytton is still in undergoing an environmental assessment after the fire and is working to structure the rebuild effort. We expect that this may take some time and will likely push construction into spring and summer of 2022. We are in active communication with the Village of Lytton who are very supportive of our rebuild plan, but also believe that construction will likely need to take place next spring.

We truly hope you are able to accommodate our request in this unusual and challenging time.

Regards,



Robert Richards  
Vice President



## MEETING NOTE

### Advice to Minister Beare

**MEETING DATE:** November 2, 2021

**CLIFF#:** 115762

**ISSUE:** 2021 NCLGA Resolution R2 - Government Investment in Ownership and Development of Capital Infrastructure for Broadband and Cellular Services

**ATTENDEES:**

- President, Cori Ramsay (Councillor, City of Prince George)
- First Vice-President, Steve Forseth (Area Director, Cariboo Regional District)
- Second Vice-President, Sheila Boehm (Councillor, City of Williams Lake)
- Executive Director, Terry Robert

**MEETING REQUESTED BY:** Stakeholder – NCLGA President & Vice-Presidents

**MEETING CONTEXT / HISTORY:** Minister's Office committed to meeting via email on September 23, 2021. No prior meetings noted.

**BACKGROUND:**

The North Central Local Government Association (NCLGA) is the voice of local governments in North Central British Columbia, representing over 240 elected officials in 39 local governments.

The 2021 NCLGA Resolution R2, titled 'Ensuring Access to Broadband and Cellular Services in B.C.' highlights the importance of provincial and federal governments investing in the capital infrastructure necessary to deliver cost-effective broadband services in rural and remote communities when the business case does not exist.

NCLGA recommends that the federal and provincial government build, maintain and own the infrastructure for rural and remote areas of B.C. that are not serviced by internet service providers (ISPs). NCLGA proposes the government lease the lines to ISPs to recover some of the costs to build the infrastructure.

Past NCLGA resolutions related to connectivity (that may be raised in the meeting) include:

- **2019 – R7 – Rural Broadband.** The NCLGA supports the Federation of Canadian Municipalities in its advocacy work for a specific timetable regarding the implementation of affordable broadband service in rural Canada, and in particular, the rural parts of north-central British Columbia.
- **2018 – B33 – Cellular Coverage for Rural Communities.** The NCLGA asks the Union of BC Municipalities to lobby the provincial government to ensure the increasingly essential infrastructure of cell phone coverage is made available to Port Clements and other rural areas of Highway 16 as soon as possible and without any further delay.

**DISCUSSION:**

The Connecting British Columbia program is designed to leverage federal funding which, together, can support up to 90 per cent of the infrastructure costs. This high funding ratio has allowed more communities to get connected to high-speed internet and cellular services. For those homes that are beyond the reach of fibre at the current funding rate, technologies such as Low Earth Orbit (LEO) satellite internet are becoming a viable alternative.

Our funding program supports competition and allows us to work with ISPs to encourage cooperation on private investments to serve as many British Columbians as possible. We believe this approach is working and that government is not best placed to build or operate infrastructure, which is very capital intensive. To build cellular infrastructure such as 5G, we would need access to spectrum licenses and would face many of the barriers that a small ISP does when entering the market, including high capital investment and having the right technical personnel and expertise.

Ministry staff monitor different models in Canada and globally to advance connectivity infrastructure—including government owned and operated infrastructure models. Alberta, as one example, created a government owned network called SuperNet that began construction in 2001. The network consists of over 13,000 kilometers of fibre optic lines and wireless links, serving 429 communities. However, the government operating model was not sustainable, and the government struck a multi-year deal with Bell Canada to assume operations of SuperNet in 2018.

New models that bring private sector expertise and investment with all three levels of government, while considering newer technologies such as low earth orbit satellite provides some of the best opportunities to reach the hardest to reach homes and communities.

Funding for cellular coverage along highways was first introduced into our program in 2020. Currently, out of 15,000 kms of provincial highway, 4,600 kms (or 31 per cent) is without cellular coverage, and 3,200 kms are also without available power needed by cellular towers.

While there are still gaps in coverage along Highway 16 near Port Clements and east of Prince George, there has been progress since the NCLGA resolution in 2018. A [TELUS project](#) has brought cellular service to Port Clements on Haida Gwaii. The service is currently limited, but when additional capacity is available through the Connected Coast project, cellular services from this project will increase.

**SUMMARY:**

The Province agrees that connectivity in rural areas and Indigenous communities is important. We believe the best way to do this is by supporting expansion through funding connectivity projects that do not have a business case and working more closely with Local Governments and Regional Districts. This is because we want to encourage a healthy marketplace that provides choice for consumers, that the approach is more cost effective, and we do not have the technical expertise to lease and operate infrastructure in government.

**SUGGESTED RESPONSE / KEY MESSAGES:**

- Government agrees that connectivity is vital to enabling and supporting the delivery of accessible and responsive services that people in B.C. count on.
- Since 2017 the government has invested \$190 million into expanding high-speed internet and cellular connectivity. Many of these projects are in progress now and their benefits will be realized by rural and northern communities in the next few months to three years.
- We support funding for highway cellular projects through our Connecting British Columbia program. Since October 2020 approved projects will increase cellular coverage to 429 kms of highway.
- Thank you for your time and feedback as we plan the next iteration of the Connecting British Columbia program.

Attachment: ATT 1 - NCLGA Briefing Note

Contact: Jeanne Hollis, A/ED Connected Communities

Phone 250.516.3848

## About the NCLGA

Established in 1955, the North Central Local Government Association (NCLGA) is the advocacy body for over 240 locally elected officials from 39 local governments in north-central BC. As a non-partisan, non-profit association, the NCLGA aspires to provide a voice for communities whose voices are often left unheard due to their size or location. NCLGA is one of five area associations in BC. It works closely with partner associations and our provincial counterpart, the Union of British Columbia Municipalities.

## Context

- September 7, 2021 – NCLGA President Cori Ramsay emailed a letter to Minister Beare regarding NCLGA resolution R2, *Ensuring Access to Broadband and Cellular Services in BC*, and requested a meeting to further discuss the resolution.
- September 29, 2021 – Brianna Leppard confirmed a virtual meeting between members of NCLGA's Executive and Minister Beare.

## Recommended Discussion Topic

### **Government Investment in Ownership and Development of Capital Infrastructure for Broadband and Cellular Services**

Due to the high cost of installing fibre-optic or co-axial cables to individual homes and businesses in rural and remote communities, Internet Service Providers (ISPs) may decide not to invest in broadband infrastructure given the length of time to receive a return on their investment (ROI). Similar ROI concerns seem to exist for cellular infrastructure. When the business case is not strong enough for the private sector, the provincial and federal governments could build and maintain the necessary infrastructure and then lease the equipment to ISPs to help recover some costs.

Since the topic of ensuring access to broadband services falls within your Ministry's mandate, NCLGA wishes to raise this important issue with you. Your mandate letter notes that you will "*lead work to deliver high-speed connectivity throughout the province until all regions are connected to the high-speed network*". NCLGA member communities look forward to receiving reliable internet service.

## NCLGA Delegates

- President Cori Ramsay (Councillor, City of Prince George)
- First Vice-President Steve Forseth (Area Director, Cariboo Regional District)
- Second Vice-President Sheila Boehm (Councillor, City of Williams Lake)
- Executive Director Terry Robert

## **NCLGA 2021 Resolutions**

A summary of all member resolutions for 2021 are available on the [NCLGA website](#).

### **Recent Resolutions Under Ministerial Responsibility**

#### **2021 - R2 – Ensuring Access to Broadband and Cellular Services in BC**

Whereas broadband and cellular services are essential components of sustainable, resilient, and vibrant communities;

And whereas there are still considerable impediments to overcome in looking to the private sector providing meaningful, cost effective service to rural and remote communities:

Therefore be it resolved that NCLGA and UBCM lobby the federal and provincial governments to directly invest in the ownership and development of the needed capital infrastructure to facilitate effective, efficient and cost effective broadband services in rural and remote communities where a private sector business case does not exist.

#### **2019 – R7 – Rural Broadband**

Whereas nearly 40% of rural residents in North-Central BC do not have access to broadband internet services;

And whereas broadband service would enhance public safety, economic development, access to information, and social inclusion for rural residents and allow them to fully participate in the knowledge-based economy and society at a level enjoyed by other Canadians;

And whereas the Government of Canada has recognized the disparity and established a Ministry of Rural Economic Development that includes rural broadband as a top priority:

Therefore be it resolved that NCLGA support the Federation of Canadian Municipalities in its advocacy work for a specific timetable regarding the implementation of affordable broadband service in rural Canada, and in particular, the rural parts of north-central British Columbia.

#### **2018 – B33 – Cellular Coverage for Rural Communities**

Whereas there was a resolution passed at UBCM in 2004 to cover the Highway 16 corridor with cell phone service when 59% of Canadians had cell phones;

And whereas 14 years later, while 86% of Canadians have cell phones, Port Clements and other rural areas along Highway 16 still suffer from the impacts of having no cell phone service, emphasized for Port Clements residents by the stress and demands of the January 2018 earthquake and subsequent tsunami evacuation:

Therefore be it resolved that the Union of BC Municipalities lobby the provincial government to ensure that the increasingly essential infrastructure of cell phone coverage is made available to Port Clements and other rural areas of Highway 16 as soon as possible and without any further delay.

## BRIEFING NOTE

Pierre Karl Péladeau visit | Videotron/Quebecor  
In Person, Victoria – no specific location yet

### Briefing Note

**What:** Introduction with Videotron executive and their plans to expand cellular services into the B.C. market.

**Who:** Pierre Karl Péladeau, President/CEO, Videotron/Quebecor

**Executive Summary:** Quebecor is a diversified Canadian telecommunications and media (news, sports, entertainment, and culture) family business founded in 1950. Former Prime Minister, The Right Honourable Brian Mulroney, P.C., C.C., LL.D, is Chair.

- Headquartered in Montreal
- Publicly traded on the Toronto Stock Exchange
- 10,400+ employees
- \$4.32B revenues in 2020, up slightly (0.6%) from 2019
- \$1.31B cash flow from operations in 2020, up 14.7% from 2019
- Nearly 1.5M mobile subscriber connections, an 11.3% increase from 2019

Videotron is a division of Quebecor and provides mobile wireless (cellular) and broadband services, primarily serving Quebec as well as the Francophone communities of New Brunswick and some parts of eastern Ontario. Its primary competitors in eastern Canada are Bell Canada and TELUS Communications Inc.

Videotron plans to enter the B.C. cellular provider market following the purchase of 16.42% of the 3500 Mhz spectrum auction earlier this year. Videotron is also vying to purchase the Freedom Mobile component of Shaw should the Rogers acquisition go forward next year making Videotron the 4th cellular provider in B.C.

## BRIEFING NOTE

Pierre Karl Péladeau visit | Videotron/Quebecor  
In Person, Victoria – no specific location yet

Quebecor, through its Videotron division, believes it is well positioned to become a strong fourth player in the mobile wireless services. The Competition Bureau has noted that Quebecers pay the lowest mobile rates in Canada, 35% to 40% less than the rest of Canada.

### Background:

The company is planning to run two advertising campaigns that will focus on cellular affordability. This initial campaign which has already started in both national and B.C.-based publications will precede a larger campaign expected in spring 2022.

The extent of investment expected by Videotron in B.C., or their bid for Shaw's Freedom Mobile, is currently unknown. Videotron's plans for investment in 5G and rural and indigenous connectivity in B.C. is also unknown.

Videotron has indicated that they plan to invest substantially in B.C., contributing to economic recovery and growth. Cellular competition could also support greater affordability of cellular services to British Columbians.

### Points of interest:

- Extent of Videotron's planned investment in telecommunications infrastructure in B.C. including how quickly they will deploy acquired spectrum.
- What plans if any does the company have to support expanding services to underserved rural and First Nations communities.

## INFORMATION NOTE

### Advice to Minister Beare

**Date:** October 19, 2021

**CLIFF#:** 116008

**ISSUE:** Infrastructure Ontario Procurement Process

**BACKGROUND:**

Ontario has committed nearly \$4 billion to connect every region of the Province (an estimated 700,000 unserved or underserved homes and businesses) to reliable, high-speed internet by the end of 2025. This is the largest single investment in high-speed internet, in any province, by any government in Canadian history.

- In July 2021 Ontario and Canada announced a joint funding arrangement of \$1.2 billion to connect 280,000 households through defined major projects that also included Canada Infrastructure Bank funding.
- Ontario has entered into an agreement with Telesat for a number of communities in the province that they have determined to be satellite communities. Additional information about this arrangement is forthcoming by the Ontario Ministry of Infrastructure.
- On September 9, 2021, Ontario launched a "new, innovative and transparent process", led by Infrastructure Ontario, to give service providers the opportunity to bid on connecting communities across Ontario through an open and competitive process.

s.13; s.16; s.17



## BRIEFING NOTE

**Meeting Date:** October 28, 2021

**Location:** Virtual (TBC)

### Briefing Note

**What:** Meeting with TELUS regarding spectrum auction

**Who:** Andy Balser, VP Home Solutions, Community & Channels, Western Canadian Government Affairs, TELUS (TBC)  
Kyle Marsh, Director, B.C. Government Affairs, TELUS (TBC)

#### Executive Summary:

TELUS is expected to raise concerns about the 3500 MHz auction, specifically, the negative impact of set-asides on rural connectivity and the excessive costs of spectrum, which impact the speed of roll-out of 5G and consumer affordability.

The Province supports a 'use-it or lose-it' position to have spectrum reallocated if not benefitting British Columbians.

#### Background:

Canada recently completed an auction for 3500 MHz spectrum<sup>1</sup> used for cellular services by companies such as TELUS, Rogers, Shaw, Bell and Videotron. The goals of the 3500 MHz auction are to increase coverage and competition. **ATT-1** is a summary of the 3500 MHz auction results for B.C.

In February 2020, a letter was sent from Premier Horgan to Prime Minister Justin Trudeau regarding key issues related to the 3500 MHz auction and the importance of taking a balanced approach to auction set-aside rules, enabling competition and the expansion of connectivity to rural areas (see **ATT-2**).

Recently, Minister Lisa Beare met with various companies, including Videotron, who were keen to acquire the 3500MHz spectrum for 5G cellular deployments.

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<sup>1</sup> Spectrum are airwaves used to transit wireless signals. Airwaves in the 3500 MHz range are considered premium because they combine capacity (the ability to carry large amounts of data) with coverage (the ability to travel long distances).

## **BRIEFING NOTE**

**Meeting Date: October 28, 2021**

**Location: Virtual (TBC)**

Two other spectrum bands, 3800 MHz and millimetre wave (MM wave) are also key for 5G, with auctions expected in 2023 and 2024, respectively. See **ATT-3** for a Grid Analysis of Spectrum Topics.

In September 2021, TELUS filed an injunction at Federal Court prohibiting the Minister of Innovation, Science and Economic Development Canada (ISED) from issuing licenses to Videotron.

Also, in September 2021, the federal Attorney General of Canada filed a letter that ISED will not issue any spectrum licenses related to the 3500 MHz spectrum auction before late October 2021.

TELUS believes that Canada did not follow the 3500 MHz auction rules and wants the Federal Court to revoke any spectrum licenses acquired by Quebecor's Videotron. TELUS believes if it could deploy the spectrum licence awarded to Videotron, 3,600 households could benefit in B.C.

Minister Beare will also be meeting with the new federal minister responsible for managing spectrum auctions as soon as sworn in and will address the spectrum auction results and a 'use it or lose it' policy.

### **Recommendations:**

The Province cannot comment on the results of the auction or ISED's decisions as this is now before the federal court to decide. Regarding future auctions, the Province supports a 'use-it or lose-it' position in British Columbia and to have spectrum licences reallocated if not benefitting residents for all service providers.

## Summary of 3500 MHz Auction Results

- 15 Canadian companies were awarded 1,495 licenses, 757 of which went to small and regional players, increasing spectrum holdings of small and regional players by over 50% across Canada.
- Of the 757 licenses for small and regional players, 294 went to Videotron (owned by Quebecor) and 263 went to Xplornet, leaving 200 licenses to 10 companies.
- Rogers (325), Bell (271) and TELUS (142) won the remaining 738 licenses. Rogers spent \$3.33B, the most of any company. Bell spent \$2.07B, and TELUS spent \$1.95B.
- 420 licenses were won in B.C. with Rogers spending more and acquiring more licenses.

Company	Licenses won in BC	Percentage of total 3500MHz licenses won in BC
TELUS	115	27.38%
Rogers	151	35.95%
Bell	58	13.80%
Videotron	69	16.42%
Xplornet	23	5.47%
Thomas Communications	4	0.95%

- CityWest was unsuccessful in their bid for spectrum.
- Videotron paid \$829M paying 92 cents on a megahertz-per-population (MHz/pop).
- TELUS paid \$1.95B paying an average of \$3.36 MHz/pop.



February 27, 2020

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
House of Commons  
Ottawa, ON K1A 0A6

Dear Prime Minister: *Justin*

I am writing to extend my appreciation of the important work you are doing to ensure that every Canadian has affordable access to broadband internet and cellular services. The Province shares Canada's position that broadband and mobile networks are foundational enablers of economic and social development, education, health and public safety. The 3500 MHz spectrum auction is part of that important work as this spectrum is critical to the next generation of wireless networks that will propel innovation in the Canadian economy.

As you may be aware, TELUS has significant economic impacts in British Columbia and Alberta. They are our largest private-sector employer and directly employ more than 8,200 British Columbians and 5,500 Albertans. As a result, they have contributed more than \$5.6B in provincial taxes between 2000 and 2018. TELUS has spent more than \$100B on infrastructure and operations across British Columbia and Alberta since 2000.

On behalf of British Columbia, I want to voice our acute interest in the 3500 MHz spectrum auction to ensure that Canadians get the maximum benefit from this spectrum whether they live in urban, rural or indigenous communities anywhere in Canada. The recent national connectivity strategy, High-Speed Access For All: Canada's Connectivity Strategy, states that "*access to affordable high-speed internet and mobile wireless coverage is critical to the continued vibrancy and success of rural Canada*".

Since your announcement of the 3500 MHz consultation process, there has been great interest as well as some concern. The upcoming auction is important for the establishment of Canada's 5G market and how your government structures the auction will have major implications for not only domestic competition, but our collective ability to deploy 5G networks to ensure our shared global competitive position.

.../2

While the Province shares the position that regional service providers are key players to drive affordability for all Canadians, this approach needs to be balanced with other, equally critical factors. Much like the Tech Sector, our larger Canadian-based telecoms act as “anchor” companies, setting the pace of critical infrastructure investment and safeguarding a strong economic and employment base. Our larger anchor telecoms have the existing infrastructure base to advance Canada’s 5G networks—and our global competitiveness.

The Province would like to see the 3500 MHz auction framework provide access to spectrum for new *and* anchor mobile service providers with a rate of return that supports the required build out of 5G. Although it’s important that ISED designs a spectrum auction that leads to effective competition in all the regions of Canada, it’s also important that the auction doesn’t create a financial burden that prevents the anchor telecoms from building out 5G in all parts of our nation. Access to spectrum as well as its cost will determine how much of the anticipated \$40B contribution to our economy we are expecting from 5G.

As Canada’s pacific gateway, BC is not only a hub for transportation, it enables market expansion and economic growth. To support this, connectivity, both broadband and mobile services, need to be the norm for all communities: urban, rural and Indigenous. I urge your government, when making your decisions regarding the 3500 MHz and future auction set-asides and caps, to keep in mind the need to effectively deploy 5G networks while balancing domestic competition and the expansion of connectivity to rural areas of Canada.

Sincerely,



John Horgan  
Premier

pc: Honourable Navdeep Bains  
Minister of Innovation, Science and Industry

Honourable Michelle Mungall  
Minister of Jobs, Economic Development and Competitiveness

Honourable Anne Kang  
Minister of Citizens’ Services

Honourable Mike Farnworth  
Minister of Public Safety and Solicitor General

MLA Bob D’Eith  
B.C. Lead on Telecommunications

1) Spectrum Auctions	Decision/Issue	BC Position	Service Provider views
3500mhz auction results and status	<ul style="list-style-type: none"> <li>- <b>July 23:</b> Auction concluded.</li> <li>- <b>Sep 20:</b> TELUS filed an application seeking an injunction to prohibit the Minister of ISED from issuing licenses to Videotron.</li> <li>- <b>Sep 22:</b> Canada submitted a letter to the court stating that the Minister of ISED will not be issuing any 3500 MHz spectrum licenses before late Oct 2021.</li> <li>- ISED extends deadline for comments to the 3500 MHz technical consultation process from Aug 23 to Oct 15.</li> <li>- This consultation is part of the review looking at the use of 5G services using 3500 MHz spectrum near airports due to its potential to interfere with aircraft's radio altimeters and other navigation equipment.</li> <li>- <b>Oct 4:</b> Was the original deadline for successful bidders to make final payment before license is issued. <b>No 3500 MHz spectrum licenses have been issued to date.</b></li> </ul>	s.13	<p>1) TELUS has filed applications asking the courts to block issuance of spectrum licenses to Videotron in British Columbia, Alberta, and Manitoba as TELUS believes they do not meet the required spectrum framework eligibility criteria in those provinces.</p> <p>2) TELUS in its submission to ISED has expressed its disappointment in technical review of the 3500MHz spectrum near airports as it believes the proposed restrictions will hamper its ability to deliver services to industries located near airports.</p>
Upcoming Auctions: 3800 MHz (early 2023) Milli-meter wave (early 2023)	3800 Mhz and MM wave bands to be auctioned in the support of 5G expansion across Canada.		<p>1) TELUS has indicated its objection to any set-aside rules in auctions and is presently lobbying to have these rules overturned.</p> <p>2) Industry views both the 3800 MHz and mmWave spectrum as key to their 5G expansion and deployment plans.</p> <p>3) Smaller and new entrants are lobbying for continuation ISED auction rules to support competition.</p>

## MEETING NOTE

### Advice to Minister Beare

**MEETING DATE:** October 28, 2021

**CLIFF#:** 116017

**ATTENDEES:** Minister Beare  
MLA Babchuk  
Parliamentary Secretary Rice  
Parliamentary Secretary Russell  
Stefan Woloszyn, City West  
David Leitch, Strathcona Regional District  
Shauna Brouwer, Deputy Minister  
CJ Ritchie, Associate Deputy Minister  
Susan Stanford, Assistant Deputy Minister  
Howard Randell, Executive Director

**ISSUE:** Connected Coast Update

**MEETING REQUESTED BY:** Minister Lisa Beare's office

**MEETING CONTEXT/HISTORY:** Update on milestones for project

#### **BACKGROUND:**

The Connected Coast Network scope involves the installation of a 3,400 km undersea cable with 159 landing sites in proximity to communities. The project is led by CityWest and Strathcona Regional District (SRD), and Canada is the lead funder. Funding has been secured for the project and it is planned to be completed by March 31, 2023.

Weather and mechanical delays hampered the arrival of the cable vessel in British Columbia until its arrival in Campbell River on October 20, 2021. Construction of landing sites, required in advance of landing the subsea fibre, began in September 2021. A media event is being planned while the vessel is in Campbell River.

#### **DISCUSSION:**

##### ***Upcoming project progress:***

- Construction started on September 1, 2021 on some initial landing sites. Cable landings are now in place at Oona River, Kitkatla, and Bonilla Island and are ready for the marine cable when deployed in later October.
- The cable lay vessel being used on the project, the CanPac Valour, is has arrived in Campbell River where it will be outfitted for the project before heading north for its first cable lay campaign.
- Cable is onsite at Campbell River and ready to load when the ship arrives.
- Additional cable landing construction in Haida Gwaii, Prince Rupert, Metlakatla, and Lax Kw'alaams is scheduled to commence early November.
- The first cable lay campaign is also scheduled to begin mid-November and will focus on connecting completed landing sites.

**Media Event**

- A media event is being planned in Campbell River for October 29 (date to be determined) with Minister Beare and other invitees.
- Locations are currently being chosen but could include the Maritime Heritage Museum & Discovery Fishing Marina/Wharf in Campbell River.
- Vessel may be staged offshore (due to water depth). Participants could be shuttled via water taxi to and from the vessel.
- A photo opportunity may be available with the ship, participants and the subsea cable.

**CityWest and Haida Nation Partnerships**

- Leveraging the Connected Coast project, CityWest has recently announced a partnership agreement with Haida Nation to utilize fibre on Haida Gwaii to support connecting communities on the island.

**NEXT STEPS:**

- CITZ GCPE is leading the event coordination.
- The Connectivity Division and the Innovation, Science and Economic Development Canada funding team continue to meet with CityWest and SRD on a weekly basis to address issues and monitor progress.
- The Connectivity Division continues to support CityWest resolve issues as they arise and where additional assistance is required.
  - The Division is currently facilitating discussions to support the landing site on Cortes Island and the Port of Vancouver.
- CityWest is investigating if they require assistance with the Transport Canada permit for the vessel to work in Canadian waters.

**SUGGESTED RESPONSE / KEY MESSAGES:**

N/A

Contact: Howard Randell, ED Network BC (250 415-6867)



## MEETING NOTE

### Advice to Minister Beare

**MEETING DATE:** November 16, 2021

**Ref #:** 116138

**ATTENDEES:** Rob Gay, Chair  
Mayor Owen Torgerson, Valemount  
Shawn Tomlin, CAO  
Garry Jackman, Director  
Karen Cathcart, Director  
Shauna Brouwer, DM  
CJ Ritchie, Associate DM  
Susan Stanford, ADM  
Howard Randell, ED  
Jeanne Holliss, A/ED

**ISSUE:** UBCM follow-up meeting with East Kootenay Regional District

**MEETING REQUESTED BY:** Minister's office

**MEETING CONTEXT/HISTORY:** Follow-up meeting to UBCM

#### BACKGROUND:

- The Regional District of East Kootenay (RDEK) requested a UBCM meeting to provide an update on the Southeast B.C. Regional Connectivity Committee (RCC) and application for funding to Connecting British Columbia program and UBF.
- RCC Committee members include the regional districts of East Kootenay, Central Kootenay, Kootenay Boundary and Columbia Shuswap, the Village of Valemount and the Ktunaxa Nation and Columbia Basin Trust (CBT) and Columbia Basin Broadband Corporation (CBBC).

s.13

- Through the Connecting British Columbia program, the Province has invested over \$42 M for broadband infrastructure projects in the Columbia Basin Region since 2015 (ATT-1).
- At the UBCM meeting the RDEK proposed a government-to-government partnership model with Province for the expansion of broadband service to connect the remaining areas that are not included in the CBBC's "Connected the Basin" application.
- The RDEK made a UBCM resolution to petition the Province of British Columbia and BC Hydro as a crown corporation to establish affordable pole rental rates in a fair and equitable manner to accelerate the roll-out of broadband connectivity in rural communities.

## DISCUSSION:

**Staff Follow-Up Sessions:** Post UBCM, Connectivity staff have followed up with members of the RDEK and CBT on multiple occasions:

September 22 – meeting with Regional District of East Kootenay

- s.13
- The Province has shared that they have also recently completed a gap analysis and will work with the region to compare their information. This work to be completed in November 2021.
- The region has expressed a preference to explore opportunities to work with the Province that reduce the burden of the current competitive application process to address the remaining underserved areas.

October 18 – Regional Connectivity Committee Strategic Planning Session

- Reviewed completed projects in the area and provided an opportunity to input into the next 3-year strategic plan. A regional gap analysis was shared along with a desire to include the importance of emerging technologies was discussed i.e., LEO satellites and last-mile solutions.

October 18 – meeting with Johnny Strilaeff, CEO of the Columbia Basin Trust and Regional District Chair Rob Gay to discuss opportunities for collaborative opportunities

- Actions to be taken together to support addressing the remaining underserved in the region including highway segments without cellular coverage.
- While the Regional Connectivity Committee works with multiple providers in the region, the Regional District and the Trust understand the desire that future planning is inclusive of all 28 regional service providers in the Columbia Basin.

October 28 – meeting with the Trust to align gap analysis data

### ***Government-to-Government Partnership Model***

- During the 2021 UBCM meeting, the RDEK proposed a new government-to-government partnership rather than a grant-based approach for funding that may reduce the burden of the current competitive application process.
- As Columbia Basin Broadband Corporation (CBBC) is a registered service provider with the CRTC, the Connectivity Division must exercise caution when dealing with telecommunications market competition issues. The (CBBC) has no employees and the rationale for a separate corporation was premised on legal and governance considerations. CBBC is included within the Provincial government reporting entity and defined as a "government corporation" under the Financial Administration Act.

### ***Columbia Basin Broadband Study***

- In partnership with NDIT and Columbia Basin organizations and communities, a case study of the economic and social benefits of connectivity was undertaken in September with an expected completion date by the end of December 2021.
- The study will provide an initial baseline economic value calculation of connectivity projects in the Columbia Basin area.
- The region was selected based on the maturity of connectivity planning in the area, and the role of the Columbia Basin Broadband Corporation which has contributed substantially to the advancement of connectivity infrastructure in the region.

**NEXT STEPS:**

- s.13
- The Province will continue to participate in RCC meetings with the RDEK.
- The RDEK has advised they would be willing to act as the designated lead for the region regarding government-to-government partnerships given the service provider status of CBBC and the need to mitigate any perception of anti-competitive actions.
- s.13

**SUGGESTED RESPONSE / KEY MESSAGES:**

- Acknowledge the work of the Regional District of the East Kootenay's and their leadership role in advancing connectivity priorities and taking collaborative approaches to overcoming barriers to access.
- Acknowledge their participation in participating at the local government calls this past year with Minister Beare as well as their participation in the RCKN.
- Invite Rob Gay as Chair of the RCC and RDEK to function as lead for the future discussions regarding future government-to-government partnership opportunities.
- Taking a regional approach that is inclusive of multiple service providers is appreciated.

Contact: Jeanne Holliss, A/ED (250) 516-3848  
Susan Stanford, ADM (250) 580-7459  
ATT – 1: Connecting British Columbia Program Project List

Columbia Basin Broadband Benefits Study

Connecting British Columbia Program Project List

\*\*Not for distribution\*\*

Projects not announced - Projects awaiting UBF funding decisions or other considerations																							
Conditionally Approved - Projects that are approved pending decision from other funder (i.e. ISED, CRTC), submission of documents (i.e. Band Council Resolution, letter of support), etc.																							
Phase	Federal Funding Source	Project #	Applicant	Project Title	Project Type	Project Description	BC Funding Request	Federal Funding	Applicant Amount	Other Funding (Regional district, local government, etc.)	Total Project Budget	Communities and Locales Total Count	Indigenous Communities	Project Locations	Household Count (If LM Project)	Targeted Households (To check against)	Highway km	Rest Areas	Status	ISP Contact Name	ISP Contact Email	Proposed Start Date	Proposed Completion Date
Phase 1		3962	A.B.C. Allen Business Communications Ltd.	Deploy TD-LTE Rural Broadband Networks in BC		Project will deploy LTE technology to provide wireless Internet at increased speeds.	\$ 2,239,826	\$ 2,391,275	\$ 1,920,549	\$ 212,900	\$ 6,764,549			Beaverdell, Rock Creek	12507				Complete	Falko Kadenbach Rey Sonico Chris Allen	falko.kadenbach@abccomm.com rey@abccommunications.com chris.allen@abccomm.com	2015-07-15	
Phase 1		3961	Columbia Basin Broadband Corporation	Columbia Basin-Boundary Rural and Remote Broadband Connectivity		Project will develop a fibre optic network to span over 700 kms.	\$ 2,287,305			\$ 6,335,556	\$ 8,622,861			Ainsworth Hot Springs, Baynes Lake, Beaver Valley, Blewett, Boswell, Boundary (Bridlesville to Christina Lake), Bountiful, Brisco, Canal Flats, Canyon, Crawford Bay, Deer Park, Edgewater, Edgewood, Elk Valley, Elko, Fairmont Hot Springs, Ferguson, Field, Fruitvale, Genelle, Glade, Grasmere, Gray Creek, Invergate, Homop, Jaffray, Kingsgate, Kitchener, Lister, Moyie Lake, Northern Kootenay Lake communities, Parson, Renata, Riondel, Ross Spur, rural Rossland, Salmo, Sirdar, Slocan Valley, Spillimacheen, South Slocan, Tarrys, Thrums, Wasa, West Creston, Whatshan Lake and surrounding area, Wilmer, Windermere, Wyndel, Yahk and Ymir	12100			Complete	Aimee Ambrosone	cbcc@ourtrust.org weisses@cblt.org			
Phase 1		4738	Columbia Basin Broadband Corporation	Kootenay Lake Fibre		Project will establish a fibre-optic link between Kaslo and Balfour by deploying fibre-optic cable in Kootenay Lake.	\$ 365,009		\$ 119,850	\$ 25,000	\$ 810,169			Ainsworth, Argenta, Cooper Creek, Fletcher Creek, Johnstons Landing, Kaslo, Lardeau, Mirror Lake, Pineridge, Schroeder Creek, Shutter Bench, Woodbury Creek Resort, Woodbury Village	797			Complete	Aimee Ambrosone	cbcc@ourtrust.org weisses@cblt.org	2016-08-01	2017-05-01	
Phase 1		4929	Red Mountain Internet Society	Upper Slocan Valley Radio Upgrade		Project will upgrade backhaul infrastructure to offer increased internet speeds.	\$ 12,046			\$ 16,225	\$ 28,271			Upper Slocan Valley, Hills	78			Complete			2017-04-01	2017-07-31	
Phase 2		6071	Columbia Basin Broadband Corporation	Slocan Valley Fibre - Shoreholme to Playmor Junction	Transport	Project will establish a backbone fibre network capable of supporting internet speeds of 50/10.	\$ 3,378,000				\$ 7,204,000	20	0	Appledale Brouse Crescent Valley Hills Lebald Lemon Creek Nakusp New Denver Passmore Perry's Playmor Junction Rosebery Shoreholme Silverton Slocan Slocan Park South Slocan Summit Lake Vallican Wintlaw	0		Underway	Aimee Ambrosone	cbcc@ourtrust.org weisses@cblt.org	2019-10-01	2023-03-31		
Phase 2		6072	Columbia Basin Broadband Corporation	Rooseville Valley Fibre - Jaffray to Roosevelt	Transport	Project will establish a backbone fibre network capable of supporting internet speeds of 50/10.	\$ 1,403,500				\$ 2,946,000	6	1	(clarify name of community/nation for) Tobacco Plains Baynes Lake Grasmere Jaffray Kragmont Rooseville	0		Underway	Aimee Ambrosone	cbcc@ourtrust.org weisses@cblt.org	2019-03-14	2023-03-30		
Phase 2		6145	Kaslo InfoNet Society (KIN)	North Kootenay Lake Fibre Backhaul and Last-Mile	Transport and Last-Mile	Fibre backbone and last-mile project expected to enable speeds of 50/10 or greater.	\$ 120,322				\$ 278,645	8	0	Seven for Transport: Argenta, Cooper Creek, Howser, Johnstons Landing, Lardeau, Meadow Creek, Shutter Bench  One for Last-Mile: Woodbury Creek.	42		Complete	Tim Ryan Rob McLennan	tim@kaslovia.com robmcclennan@kaslo.org thamilton@kin.bc.ca dscarlett@kaslo.org	2019-07-03	2019-10-31		

s.13; s.17

Phase 3		6829	Swift Internet	Arrow Creek	Last Mile - Wi-Fi/Wireless	Infrastructure upgrade project to provide internet speeds of 50/10.	\$ 18,026	\$ -	\$ 25,219	\$ 43,244	1	0	Arrow Creek (East of Creston)		120		Complete	Kitt Satano Laura Francis	kitt@swiftinternet.ca contact@swiftinternet.ca laura@swiftinternet.ca	2020-05-05	2020-06-30	
Phase 3		6838	Burton Internet Society	Wireless System Improvements	Last Mile - Wi-Fi/Wireless	Infrastructure upgrade project to provide internet speeds of 50/10.	\$ 33,086	\$ -	\$ 3,677	\$ 28,472	2	0	Arrow Park (50HH); Burton (50HH)		101		Complete	Gjordi McIntyre Robin Campbell Rosalee Cranna	gjordi@burtoninternetsociety.ca robin@allpointswireless.ca rjcranna@burtoncity.ca cranna.rosalee@gmail.com	2020-05-05	2020-06-30	
Phase 3		6839	Telus Communications Inc.	Duncan Lake, Malakwa (not Boston Bar)	Last Mile - DSL	Installation of DSL equipment to improve internet speeds to 50/10 in Duncan Lake and Malakwa.	\$ 50,000	\$ -	\$ 63,900	\$ -	\$ 113,900	1	0	Duncan Lake (92HH)		300		Complete	Barry Farynuk Ben Bajaj Derek Gale David Goske David Thomson	barry.farynuk@telus.com ben.bajaj@telus.com derek.gale@telus.com david.goske@telus.com david.thomson@telus.com	2020-05-11	2020-06-26
Phase 3		6840	FlexiNet Broadband Inc.	Kimberley, Six Mile	Last Mile - LTE	Infrastructure upgrade project to improve internet speeds in Kimberley and Six Mile.	\$ 41,002	\$ -	\$ 4,556	\$ 29,866	\$ 75,424	2	0	Kimberley, Six Mile		54		Complete	David Monson	dmonson@flexinet.ca	2020-05-11	2020-06-26
Phase 3		6841	Columbia Wireless	Access Point, Backhaul Upgrades - West Kootenay Region	Last Mile - Wi-Fi/Wireless	Infrastructure upgrade project to improve internet speeds to the West Kootenay region.	\$ 35,498	\$ -		\$ 78,653	7	0	Appeldale (60HH); Lemon Creek (20HH); Passmore (100HH); Perrys (50HH); Slocan Park (100HH); Vallican (40HH); Ymir (80HH)		507		Complete	Benjamin Leslie	ben@columbiawireless.ca	2020-05-20	2020-06-15	
Phase 3		6843	South Kountry Cable Ltd.	Jaffray Capacity Increase	Last Mile - Coax/Wireless	Infrastructure upgrade project to improve internet speeds in Jaffray.	\$ 30,288	\$ -		\$ 44,173	1	0	Jaffray (575HH)		600		Complete	Ric Behan	southkountrywireless@skcmail.ca ric@skcmail.ca	2020-05-20	2020-06-25	
Phase 3		6868	Tough Country Communications	COVID-19 Last Mile Upgrades - East Kootenays	Last Mile - Wi-Fi/Wireless	Infrastructure upgrade project to improve fixed wireless internet service to five communities in the East Kootenays.	\$ 24,249	\$ -	\$ 39,382	\$ 26,220	\$ 89,851	4	0	Wardner(38HH); Kragmont (31HH); Elko (38HH); Sparwood (84HH)		191		Complete	Paul McLean	pmclean@toughcountry.ca btwhelan@toughcountry.ca	2020-05-20	2020-06-26
Phase 3		6873	Peak Broadband Solutions Inc.	Access Point Upgrade - Field	Last Mile - Wi-Fi/Wireless	Infrastructure upgrade project to improve fixed wireless internet speeds in Field.	\$ 12,254	\$ -		\$ 30,439	1	0	Field		74		Complete	Kevin Christy	peakbroadband@gmail.com	2020-05-20	2020-06-26	
Phase 3		6898	Wink Wireless Inc.	LTE 4G Upgrade - Brisco, Spillmacheen	Last Mile - LTE	LTE expansion and upgrade project to improve wireless internet speeds in two communities.	\$ 29,775	\$ -		\$ 69,783	2	0	Brisco (45HH); Spillmacheen (12HH)		52		Complete	Warner Einer	wee@winkwireless.ca	2020-06-01	2020-06-30	
Phase 3		6924	Rogers Communications Canada Inc.	Creston	Last Mile - Wi-Fi/Wireless	Fixed wireless upgrade project to improve internet speeds in two communities.	\$ 19,075	\$ -		\$ 26,839	2	0	Lister; Huscroft (10HH)		10		Complete	Glenn Alsaker Victoria Smith Amy Edwards Andrew Beddow	glenn.alsaker@rci.rogers.com Victoria.Smith@rci.rogers.com Amy.Edwards@rci.rogers.com Andrew.Beddow@rci.rogers.com	2020-06-01	2020-06-30	
Phase 3		6928	Rogers Communications Canada Inc.	Kimberley	Last Mile - Wi-Fi/Wireless	Fixed wireless upgrade project to improve internet speeds in Meadowbrook.	\$ 19,075	\$ -		\$ 26,839	1	0	Meadowbrook (10HH)		10		Complete	Glenn Alsaker Victoria Smith Amy Edwards Andrew Beddow	glenn.alsaker@rci.rogers.com Victoria.Smith@rci.rogers.com Amy.Edwards@rci.rogers.com Andrew.Beddow@rci.rogers.com	2020-06-01	2020-06-30	
Phase 3		6990	Edgewood Community Internet Society	Inside The Edge - Edgewood, Faquier and Area	Last Mile - Wi-Fi/Wireless	Fixed wireless upgrade project to improve internet speeds in seven communities.	\$ 51,066	\$ -		\$ 83,729	7	0	Edgewood/Applegrove (259HH); Faquier/Whatshan Settlement Road (275HH); Jordan Road/Calder Road-Selkirk View (42HH); Naumaulten Mountain/Highway 6 SW (55HH); Needles/Innookin Valley Road (120HH); Whatshan First Lake (28HH); Whatshan Second Lake (92HH); Whatshan Third Lake/Lindsey Lake Road and Pre-emption (63HH)		723		Complete		jean@edgeconnection.ca	2020-06-08	2020-06-30	
Phase 3		6723	Swift Internet Inc.	Swift Internet Boosting Connectivity in Wynndel	Last Mile - LTE	Fixed wireless project expected to deliver internet speeds of 50/10.	\$ 105,212	\$ -	\$ 127,933	\$ 32,900	\$ 266,045	1	0	Wynndel		279		Complete	Kitt Satano Laura Francis	kitt@swiftinternet.ca contact@swiftinternet.ca laura@swiftinternet.ca		
Phase 3		6721	Kaslo InfoNet Society (KIN)	North Kootenay Lake Last Mile Fibre Projects	Last Mile - Fibre	Fibre to the home last-mile project expected to provide speeds of 50/10.	\$ 276,834	\$ -	\$ 354,635	\$ -	\$ 631,469	4	0	Argenta Johnsons Landing Kaslo Shutty Bench		375		Approved	Tim Ryan Rob McLennan	tim@kaslovia.com robmcclennan@kaslo.org thamilton@kin.bc.ca dscarlett@kaslo.org		

s.13; s.17

Phase 3		7015	South Kountry Cable Ltd.	Calthness - Eiko LTE	Last-Mile	Last mile LTE project to provide internet speeds of 50/10 in Eiko.	\$	40,850	\$	-	\$	63,797	\$	-	\$	104,647	1	0	Eiko		50					Approved	Ric Behan	southkountrywireless@skcmail.ca ric@skcmail.ca	2020-12-01	2021-08-15
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s.13; s.17

## MEETING NOTE

### Advice to Minister Beare

**MEETING DATE:** November 10, 2021

**CLIFF#: 115588**

**ATTENDEES:** **Chima Nkemdirim**, Vice President of Government Relations, Shaw  
**Kiersten Enemark**, Government Relations Director for BC, Shaw  
**Honourable Lisa Beare**, Minister, Citizens' Services (CITZ)  
**Shauna Brouwer**, Deputy Minister, CITZ  
**CJ Ritchie**, Associate Deputy Minister & GCIO, CITZ  
**Susan Stanford**, Assistant Deputy Minister, Connectivity Division, CITZ  
**Samantha Scott**, Ministerial Advisor, Minister's Office, CITZ

**ISSUE:** Shaw Communications Inc. broadband expansion update, and access to passive infrastructure

#### **BACKGROUND:**

Shaw Communications Inc. would like to provide an update on network expansions and continued challenges with timely access to passive infrastructure.

With the support from the Connecting British Columbia program, Shaw is currently expanding its network infrastructure to increase network resiliency and connect underserved communities, including enhancing access to Indigenous communities. Approved projects include:

- Whistler to Cache Creek fibre transport;
- Prince George to Dawson Creek fibre;
- Highway 5 (Hope-Merritt-Kamloops-Pinantan Lake) fibre transport;
- Chetwynd to Fort St. John fibre transport; and
- Southern Gulf Islands radio transport upgrade.

Shaw has asked for an extension to December 31, 2021, to complete the work and upgrade service for the Southern Gulf Islands (Pender, Mayne and Galiano Islands) radio transport upgrade project due to supply chain challenges related to the pandemic.

s.13; s.16

Shaw believes that utility poles and other support structures should be utilized to encourage connectivity. Shaw's fibre network relies heavily on accessing existing utility poles, and most utility poles in B.C. are jointly owned by BC Hydro and TELUS.

#### **DISCUSSION:**

Shaw has stated that timely access to support structures such as utility poles are important for network expansion and provision of internet services to people. Shaw would like BC Hydro to:

- Adhere to specific reasonable timelines to process permit applications on utility poles.
- Share the costs of replacing distribution poles near the end of their useful life or have an existing deficiency.
- Not apply additional charges for wireless equipment attached to strand.

A recent article<sup>1</sup> explains that Shaw has repeatedly asked the provincial government to address issues related to speedier permitting processes and to share the costs of replacing poles.

#### **CRTC/Innovation, Science and Economic Development (ISED) proceedings on passive infrastructure:**

In fiscal 2021-2022, the CRTC is expected to issue decision(s) on two consultations:

- Potential barriers to building new broadband facilities or interconnecting to existing broadband facilities in underserved areas; and
- Potential regulatory measures to make access to poles owned by Canadian carriers more efficient.

ISED is currently reviewing the Telecommunications Act to determine what changes need to be made to modernize the legislation to reduce barriers to connectivity expansion. Access to support structures has been one of the biggest issues facing buildouts.

- One possible amendment that might be contemplated is to give the CRTC domain over utility poles and other structures on which companies use to attach their equipment to delivery connectivity to homes and businesses.

#### **SUMMARY:**

To further extend networks, industry needs timely access to physical structures, like utility poles, to attach its equipment. The company contends that delayed and costly access to this infrastructure has negative impacts on deploying networks, slowing down expansion, especially in areas that have limited or no access to such networks.

#### **SUGGESTED RESPONSE / KEY MESSAGES:**

- Thank you for sharing your update on connectivity expansion projects underway. I look forward to hearing more about the projects as they are nearing completion.
- We know that there are some barriers and challenges to expanding connectivity in British Columbia. That is why we are following the CRTC proceedings on pole infrastructure and barriers to network expansion closely.
- We are currently reviewing the matter of fair access to provincially regulated utility poles and ways to accelerate the delivery of high-speed internet to underserved homes and communities in B.C.
- I consider connectivity to be critical infrastructure and I will continue to be an advocate for connectivity expansion and the removal of barriers to network expansion.

Attachment: ATT 1 – MIN Shaw Meeting Agenda

Contact: Howard Randell, Executive Director, Network BC, 250 415-6867

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<sup>1</sup> Article dated September 3, 2021 titled 'Shaw urging BC government to share cost of replacing poles': [Shaw urging BC government to share cost of replacing poles — \(downup.io\)](#)



# Agenda

## Shaw Communications Inc. Quarterly Meeting with Minister Beare

**Wednesday, November 10, 2021**

**11:30am to 12:00pm**

**Virtual, MS Teams**

**Victoria, B.C.**

**Attendees:** Honourable Lisa Beare, Minister, CITZ  
Shauna Brouwer, Deputy Minister, CITZ  
CJ Ritchie, Associate Deputy Minister and GCIO, CITZ  
Susan Stanford, Assistant Deputy Minister, Connectivity Division, CITZ  
Sam Scott, Ministerial Advisor, Minister's Office, CITZ

**Guests:** Chima Nkemdirim, Vice President Government Relations, Shaw  
Kiersten Enemark, Government Relations Director for BC, Shaw

#	ITEM
1	Update on Connecting Rural Communities
2	Passive Infrastructure <ul style="list-style-type: none"><li>a) BC Hydro Application Process</li><li>b) Telecommunications Policy</li></ul>

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Withheld pursuant to/removed as

s.13

## DECISION NOTE

### Advice to Deputy Minister

**DATE:** November 26, 2021

**REF#:** 116291

**ISSUE:** Secondment Extension with Coastal First Nations

#### BACKGROUND:

- Since 2018, Connected Communities has been working closely with Coastal First Nations: Great Bear Initiative (CFN:GBI) in preparation of the Connected Coast to support regional and community digital readiness.
- In February 2021, Colleen McCormick from the Ministry of Citizens' Services Connected Communities Branch was seconded to CFN to support the CFN / Province of B.C.'s Joint Connectivity Working Group commitments outlined in the CFN/B.C. Memorandum of Understanding (MoU).
- The secondment has played an important role in advancing the MoU and meeting the commitments outlined in the B.C./CFN MoU by supporting CFN communities engage service providers to access last mile funding and support the build phase of the Connected Coast network.
- By determining last mile technologies and cellular solutions that can meet coastal needs, CFN's regional telecommunications initiative will become a major engine of Nation-led, culturally aligned community economic development opportunities and employment (local work, business ownership and revenue generation) as well as enhancement of the stewardship, economic, health, social and education programs and services within the CFN communities.

#### DISCUSSION:

- Over the past year, the Joint Connectivity Working Group and Solutions Table—initiated through the MoU —and supported by the secondment of Gary Wilson to CITZ in the first year and then Colleen earlier this year, has created new partnerships, secured funding, and assessed the connectivity needs of communities through one-on-one community engagements.
- CFN has established two connectivity driven partnerships with Rogers Communications and Canada's Digital Technology Super Cluster (DTS) to support Indigenous technology digital innovation throughout the Great Bear Rainforest.
- CFN directly supports member communities with their last mile planning, including taking advantage of the increased capacity that will be available through the Connected Coast Network.
- With the Connected Coast Network expected to be completed in March 2023, it is anticipated that CFN communities will need dedicated connectivity support throughout 2022 with community consultations and fully realizing last mile projects. CFN communities represent a critical stretch of the Connected Coast Network that's critical to establishing the diverse path for Highway 16 transport.

**Upcoming Priorities & Next Steps**

- Continued community engagements until the completion of the Connected Coast – March 2023 to support the implementation of the following connectivity driven partnership initiatives:
  - Ensure Canadian Internet Registration Authority/Northern Development Initiative Trust's funding to support upgrades and mobile needs of community owned last mile internet service provider's (Heiltsuk, Wuikinuxv & Kitasoo) is leveraged to support stewardship and coastal economy use cases (value and optimization of the Connected Coast).
  - Continue to prepare 1:1 Nation engagements to support community planning in anticipation of the Connected Coast.
  - Support CFN communities in the Implementation of the Natural Resource Canada Early Earthquake Warning System and its linkage to connectivity which will enable the hiring of a CFN Project Lead to implement the project (\$800k+ to support hiring, training, storage and deployment of seismic sensors).
  - Continue to secure community leaders, speakers, attendees, and 7 Gen partners for community digital workshops and speaking engagements.

**OPTIONS:**

Renewing the secondment for a second and final year, would demonstrate the Province's commitment to support the Declaration Act commitment to connect every First Nation in the province. Colleen's secondment will also support s.13; s.16

s.13; s.16

The second year of the secondment would continue to be full-time dedication to CFN, however Colleen will dedicate one day per week to other First Nations throughout the province to ensure the benefits of the learnings and advancements with CFN can be shared. With the combined First Nations engagement capacity in Connected Communities, we can more effectively expand our ability to connect all First Nations and see the completion of the Connected Coast project in 2023.

**Option 1: Approve the Secondment with Coast First Nations, starting February 14, 2022 to February 23, 2023.**

*Implications:* HR budget impact as the Province will continue to pay Secondment's salary, health and benefits. Valuable CFN and Province perspective for the development of the renewed CFN/B.C. MOU.

s.13; s.16

**RECOMMENDATION: Option 1**

(please circle)

**APPROVED**

**NOT APPROVED**

**OPTION** 1



**Shauna Brouwer**  
**Deputy Minister**

November 26, 2021

**Date**

Attachment: DM DBN – Coastal First Nations Secondment – DM Signed  
CFN Connectivity MoU 2021

Contact: Susan Stanford, ADM 250-580-7459

## DECISION NOTE

### Advice to Deputy Minister

**DATE:** January 25, 2021

**CLIFF#:** 114511

**ISSUE:** Coastal First Nations

**BACKGROUND:**

Coastal First Nations (CFN) is a unique alliance of 8 First Nations, including 10-member communities, living on British Columbia's North Coast, Central Coast and Haida Gwaii. CFN is globally renowned for their stewardship principles and practices. Member communities are: Wuikinuxv, Heiltsuk, Nuxalk, Kitasoo, Git'gaat, Gitxaala, Metlakatla and Haida Gwaii (Old Massett, Skidegate, Council of the Haida Nation) – representing approximately 5,000 First Nations people.

Since 2018, the Connected Communities Branch has been working closely with CFN to support the communities take full advantage of the Connected Coast project and regional and community digital readiness.

Joint achievements to date include:

- Initiated a secondment with Coastal First Nations in 2019/20 to support regional/community engagement for the Connected Coast (1 FTE, Gary Wilson)
- Produced two Connected Communities/Connected Coast videos: Heiltsuk Nation & Haida Nation
- Strategic inclusion of Connectivity in the BC/CFN Memorandum of Understanding (MoU) given it is a foundational enabler of wellbeing and lever for economic reconciliation.
  - In August 2020, Connected Communities and Coastal First Nations formalized their relationship through the Memorandum of Understanding: Coastal First Nations/British Columbia Pathway to Reconciliation Protocol: Long-Term Economic, Social, Governance and Environmental Sustainability – Appendix 6: Connectivity & Digital Capacity Building, and Workplan. (See Appendix 1)
- Establishment of the Joint Connectivity Working Group to implement MoU Workplan
- Development of the inaugural 7 Generations Partnerships Gathering (October 2019 in Masset, Haida Gwaii), and the 2020/21 7 Generations Partnership launch with Future Cities Canada Summit (November 26, 2020). (See Appendix 2 and 3)
  - 7 Generations Partnerships in development include: Ocean Networks Canada, Hakai Institute, TakingITGlobal/Cisco, CityWest, Vancouver Island University, and Evergreen Canada. NRCAN is a new partner as they rollout their Early Response Earthquake Sensor System in parallel with the Connected Coast.

The Joint Connectivity Working Group established last year continues to support the MoU Workplan and advance CFN's interests in regional telecommunications business leadership, data sovereignty and management, stewardship, ocean IoT, research & analysis, online training, health and cultural wellbeing.

**DISCUSSION:**

Coastal First Nations are planning for unprecedented digital access and economic opportunities enabled by the Connected Coast Network. Comprehensive Nation-led last mile engagement and community planning is critical to identify needs and priorities, and to develop proposals to access current federal/provincial funding opportunities. To be expected, COVID-19 has created significant capacity challenges for CFN and member communities.

To address the needs of the MoU, advance last mile readiness through planning capacity, and support engagement with service providers to access funding, CFN has requested a reciprocal secondment arrangement starting February 2021, with Colleen McCormick, Director of Connected Communities.

**OPTIONS:**

Providing targeted support to CFN at their request during this critical last mile planning phase not only demonstrates the Province's commitment to the *United Nations Declaration on the Rights of Indigenous Peoples* (UNDRIP), but the Ministry's leadership on the *Declaration on the Rights of Indigenous Peoples Act* (DRIPA) Action Plan. Connected Communities and CFN have fostered a strong collaborative relationship ensuring coastal First Nation communities are positioned to yield the greatest benefits from the Connected Coast Network investment.

**Option 1: Approve Secondment with Coastal First Nations, starting February 15, 2021 to February 14, 2022.**

*Implications:* HR budget impact as Province will continue to pay Seconded's salary, health and benefits as part of the contribution to implement the MoU Connectivity Workplan in support of UNDRIP/DRIPA.

s.13; s.16

**RECOMMENDATION: Option 1**

(please circle)

**APPROVED**

**NOT APPROVED**

**OPTION** 1



**Shauna Brouwer**  
**Deputy Minister**

January 26, 2021

**Date**

Attachments: Att 1 - MoU – please note Schedule 6  
Att 2 - 7 Generations Partnership Gathering  
Att 3 - Joint Connectivity Working Group ToR/Workplan

Contact: Susan Stanford ADM, 250-580-7459

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s.16

## MEETING NOTE

### Advice to Minister Beare

**MEETING DATE:** November 22, 2021

**CLIFF#: 116022**

**ATTENDEES:** **Margo Wagner**, Board Chair, Northern Development Initiative Trust (NDIT)  
**Joel McKay**, Chief Executive Officer, NDIT  
**Sauna Brouwer**, Deputy Minister, CITZ  
**CJ Ritchie**, Associate Deputy Minister and GCIO, CITZ  
**Susan Stanford**, Assistant Deputy Minister, Connectivity Division, CITZ  
**Howard Randell**, Executive Director, Network BC, Connectivity Division, CITZ

**ISSUE:** Northern Development update on the Connecting British Columbia program

**MEETING REQUESTED BY:** Northern Development via email dated October 22, 2021.

**MEETING CONTEXT/HISTORY:** Standing quarterly meetings with the Province.

#### **BACKGROUND:**

The Connecting British Columbia program Phases 2, 3 and 4 have substantially allocated funding to infrastructure connectivity projects. As of October 31, 2021, there is approximately \$1.8M remaining to be allocated.

All successful applicants have received approval letters and NDIT is in the process of negotiating binding agreements between the Trust and the recipients, with several agreements expected to be fully executed over the next few weeks. For approved projects that require more time, NDIT has sent project extensions letters to the applicants.

#### **DISCUSSION:**

##### ***NDIT has authority to allocate remaining funds to address waitlisted and new applications***

Northern Development continues to review and approve unfunded applications. As well, new applications continue to arrive and will be reviewed as they are received.

One notable project recently approved by NDIT's Grant Committee is the rebuild of Lytton's network that burned due to the devastating fire of June 30, 2021. This project will be ready to announce shortly. See ATT-1 for a project overview.

##### ***Project completion dates have been extended***

Applicants have reached out to NDIT requesting extensions to their approved projects. Reasons for this request range from supply chain issues because of the COVID-19 pandemic to delays in construction because of wildfires, to waiting on federal government funding decisions for applications submitted to the Universal Broadband Fund core funding stream.

Project completion dates for most approved projects funded by NDIT have been extended to October 31, 2022. Applications that will leverage the federal Universal Broadband Fund core funding stream will have up to March 31, 2027, depending on the project complexity.



***\$10M Top-Up Funding to be transferred by end of December 31, 2021***

The Ministry has received Treasury Board approval and authority to convey an additional \$10 million top up funding for Economic Recovery projects. This will allow the NDIT to fund viable unfunded applications as well to fund new applications that are continuing to arrive to the program.

Ministry staff is working with the Attorney General, Legal Services Branch and Ministry of Finance, Risk Management Branch to conclude a conditional grant agreement to transfer \$10M top-up funding for Phase 4 Economic Recovery Intake Projects. The Ministry is working to transfer the new funds by end of December 31, 2021.

***A modest increase to NDIT Fee***

NDIT's Board of Directors met on October 27, 2021 and agreed to administer the additional top-up funding. NDIT has also confirmed the additional fee of \$500K to administer the existing program to March 31, 2027. The Phase 4 fee of 1% will be modified to 1.4% on the value of \$100M allocated to Phase 4.

***Project Announcements***

As program administrator, NDIT has posted a current list of approved and announced projects to their website. The list is structured to filter by Economic Region and can be viewed at this link: [Connecting British Columbia | Funding Programs | Northern Development](#).

**NEXT STEPS:**

NDIT continues to review and approve viable applications, providing additional future announcement opportunities.

The Ministry is finalizing its due diligence process to transfer an additional \$10M top-up funding. The funds are expected to be transferred by end of December 31, 2021.

A list of immediate announcement opportunities has been identified for Government Communications and Public Engagement (GCPE).

**SUGGESTED RESPONSE / KEY MESSAGES:**

Thank NDIT for its on-going work in managing multiple intakes concurrently and meeting or exceeding the program targets.

Inquire regarding any feedback NDIT is receiving from internet service providers and regional and local governments.

Mention to NDIT that the Ministry is working to transfer the \$10M no later than December 31, 2021.

Attachment(s): ATT-1 Connecting British Columbia program Performance Summary  
Contact: Howard Randell, Executive Director, Network BC, 250 415-6867  
Susan Stanford, Assistant Deputy Minister, 778 698-2349

# Project Summary: Lytton & Lytton First Nation FTTH Recovery

## Summary

The project will re-build the fibre to the home ("FTTH") network in Lytton and two surrounding First Nation communities of Klahkamich 17 and Klickkumcheen 18 that was destroyed in the June 2021 wildfire. The proposed underground build will be less susceptible to fire damage in the future.

## At a Glance

Applicant Name	Lytton Area Wireless Society ("Lyttonnet")
Total Project Cost	\$1,585,150
Connecting British Columbia Contribution	\$1,359,270
Applicant Contribution	\$225,880
Other Funding	\$0
Communities Benefitting	3
Households Benefitting	151
Estimated Completion Date	December 31, 2022
Proposed Service Start Date:	December 31, 2022

Table 1 - Metrics for the Lyttonnet's Lytton recovery application.

## Current State of Connectivity and Anticipated Benefits

Before the network infrastructure was destroyed in June 2021, Lytton and surrounding areas were serviced by a FTTH network operated by Lyttonnet. In addition, TELUS also provided DSL and fixed wireless services. A federal Connect to Innovate project co-funded by the Province in a neighbouring community is dependent on the destroyed network being in-place and operational.

Northern Development Initiative Trust ("NDIT") approved the Lytton & Lytton First Nation FTTH Recovery project. The FTTH infrastructure will provide a minimum of 50/10 Mbps service to approximately 151 households within the town of Lytton and two surrounding First Nations communities of Klahkamich 17 and Klickkumcheen 18. *Appendix 1* displays an overview of the proposed service area.

## Band Council Resolutions (BCR)

A BCR from the Lytton Indian Band in support of Lyttonnet was provided by the applicant.

## INTERNAL USE ONLY

### Appendices & Mapping

Appendix 1- Proposed last mile service area for Lytton (purple) and surrounding First Nation communities of Klahkamich 17 and Klickkumcheen 18.  
Copyright

### Contact Information

#### Internet Service Provider

Contact Name	Ward Bowman
Organization	Lytton Area Wireless Society
Position	Project Manager
Phone Number	604.808.1650
E-mail	pm@lyttonnet.com

#### Provincial Contact

Contact Name	Jeanne Holliss
Organization	Ministry of Citizens' Services
Position	A/Executive Director, Connected Communities
Phone Number	250.516.3848
E-mail	jeanne.holliss@gov.bc.ca

Disclaimer: Content is current as of 2021-11-08 and subject to change without notification. Please contact the internet service provider identified in this document to obtain the most current information.

## MEETING NOTE

### Advice to Minister Beare

**MEETING DATE:** October 19, 2021

**CLIFF#:** 115591

**ATTENDEES:** Honourable Minister Lisa Beare  
Shauna Brouwer, Deputy Minister  
CJ Ritchie, Associate DM and Government Chief Information Officer  
Hayden Lansdell, ADM, OCIO – Digital Platforms and Data Division  
Alex MacLennan, ADM, OCIO – Enterprise Services Division  
Laura Hartwell, Vice President, Enterprise & Public Sector, Western Canada  
Eric Johnson, Partner - Client Partner, Western Canada, Public  
Heather Telford, Client Executive, BC Public Sector

**ISSUE:** Meeting with representatives from IBM to discuss digital transformation

#### BACKGROUND:

##### *International Business Machines Corporation (IBM)*

IBM is a global leader in innovation and in solutions like AI, blockchain and cloud services. They have a strong partnership with the Office of the Chief Information Officer (OCIO) that began in 2004 with the implementation of a long-term service contract. Examples of services include:

- Crisis support during wildfire seasons, floods and during the recent pandemic.
- Workstation Support Services for the BC Public Service.
- Call centre support for the provincial Covid-19 vaccine roll-out.
- Private Cloud technology, consultation, and technical support through IBM's subsidiary RedHat and their OpenShift Containerized Platform technology.

IBM has helped governments in Canada and around the globe develop open-source, future-proof solutions that contribute to their digital transformation journeys. IBM Garage is an end-to-end model designed to accelerate digital transformation. It helps generate innovative ideas and equips an organization with the practices, technologies, and expertise to rapidly turn ideas into reality.

##### *BC's Digital Transformation*

BC Government is transforming service delivery to respond to digital era expectations. A digital government uses modern technology as well as the culture and practices of the internet age to deliver services that are deserving of citizens' trust.

- BC's Digital Framework was first shared in 2019. Along with Digital Principles, this piece of work outlines the Province's plan for becoming a digital government.

#### DISCUSSION:

Topics that may be of mutual interest include:

##### **Digital Transformation accomplishments to date:**

- BC's Digital Framework outlined important priorities for becoming a digital government like digital policies and standards, modern tools and infrastructure.

- Our Digital Principles provide direction on the types of digital products we want – products that are designed with people, products that express cultural and historical awareness.
- BC has also built a Common Components program to promote the building of digital services quickly. This will also assist in reducing the duplication and re-creation of common business functions such as payments.
- The BC Vaccine Card was developed and rolled out to 3 million British Columbians within a very short time frame. This is an example of what can be accomplished with common components.

**Digital Transformation next steps:**

- The OCIO is working on an updated, cross-government Digital Plan to guide our work to modernize government programs and services.
- The pandemic is driving the BC Public Service to reimagine how we work in a digital workspace and hybrid work model.
- With digital tools and artificial intelligence, the Freedom of Information (FOI) request process is being streamlined and modernized.
- We are also working to address mandate commitments on data related to anti-racism, evidence-based decision making and open data.

**IBM and Public Sector Digital Transformation:**

IBM has expressed interest in sharing their experience with digital transformation strategy in the public sector. IBM Garage is an end-to-end model designed to accelerate digital transformation. It helps generate innovative ideas and equips an organization with the practices, technologies, and expertise to rapidly turn ideas into reality.

**SUMMARY:**

- The Province values its partnerships with IBM and the current services and products that the company provides to government and the broader public sector.
- IBM has contributed to the digital transformation journeys of governments in Canada and around the globe.
- The Province continues to make progress towards digital transformation and there is a lot more work to come.
- There may be opportunities for collaboration in the area of digital transformation.

**KEY MESSAGES:**

- The Province appreciates the long-standing partnership with IBM Canada, and the critical services that they continue to provide.
- The Government of BC is moving quickly in our digital transformation and a great deal of work is under way.
- We look forward to continuing our relationship with IBM.
- We see some opportunities for IBM to support us with skill development in the BC Public Service, particularly with IBM Private Cloud Technology.

Attachments: ATT-1: Biographies  
Contact: Catherine Chernoff, 778 677-1397

**Attachment 1 – Biography: Susan Hartwell**

Vice President, Western Canada & Caribbean, IBM Canada

Laura is a transformational and authentic leader, recognized for building and leading high-performance teams. Leveraging leading technology innovations like Cloud and Cognitive Intelligence, Laura and her teams pride themselves on creating value for their clients in both enterprise and public sectors.

As a member of IBM Canada's executive team, Laura is responsible for IBM's sales in Western Canada and the Caribbean.

Laura graduated from the University of Alberta with a Bachelor of Commerce with Distinction. A life-long learner, she has enjoyed taking many executive education courses at the University of Boston through IBM's extensive training program.

Laura serves on the Board of Directors for ISM Canada, headquartered in Regina. She is also a member of the Advisory Committee for the Global Business Forum and is a committee member of #SHEINNVOATES, a Global UN Women's initiative. She loves to walk her dog, ideally with her two sons and husband, but they are optional.

**Biography: Eric Johnson**

Partner Global Business Service

A Partner at IBM Global Business Services, Eric is a Senior Executive with a background in Technology Sales, Business Consulting and Services Delivery. He has over 30 years of sales & delivery leadership experience building high-performance teams and driving technology and consulting services with IBM. Eric has deep business consulting capabilities with many years in Public Health Industry solutions combined with strong operations management acumen and brings broad experience ranging from building start-up operations to marketing well established IBM brands. Employs strong people leadership in sales and services teams with managerial span experience exceeding 600 people, including IBM employees, global resources and contractors across multiple geographic locations and is highly recognized people leader with experience building trust-based relationships.

Erik has a deep understanding of selling and delivering to Public Sector organizations with specific knowledge and experience in Public Health Disease Surveillance & Management. He has a strong business strategy and leadership strategy consulting capabilities, and a strong drive to deliver value to his clients.

## DECISION NOTE

### Advice to Deputy Minister

**DATE:** October 5, 2021

**CLIFF#:** 115947

**ISSUE:** Governance of OCIO technical architecture review of cases managed by Strategic Partnerships Office

**BACKGROUND:**

s.12; s.13

The Strategic Partnerships Office (SPO) has responsibility for centralized coordination and expert support for a portfolio of strategic deals. These strategic deals are high value, high impact contracts held by the province. Many of these deals include significant aspects of IM/IT. SPO relies on subject matter experts (SMEs) in domains such as legal, risk and procurement to support the teams managing strategic deals.

**DISCUSSION:**

s.12; s.13

s.12; s.13 from the OCIO, the Digital Support Team (DST) has begun working with SPO to integrate the DST into its processes as an SME on technical architecture. The DST will coordinate involvement of other subject matter experts within the OCIO as needed.

SPO has a governance structure that involves an Executive Director (ED) advisory committee (EDAC), an Assistant Deputy Minister (ADM) peer review committee (ADMPR) that steers strategic cases, and ultimate approval by the Deputy Minister (DM) Committee on Procurement and Strategic Projects (DMCPSP). The DIB does not have the same depth of governance, with cases being reported directly to the DM committee. There is an overlap in the two DM committees (see appendix 1).

The DST has agreed with SPO that it will provide its assessment and advice as part of the SPO note for ADMPR and then the DMCPSP. This integrates the DST into the SPO processes in the same way as other SMEs, minimizes steps for strategic deal teams, and avoids duplication of effort. SPO also works to tight timescales. The DMCPSP meets the month immediately following ADMPR.



The matter of how the Digital Investment Board is sighted on this work needs to be agreed.

**OPTIONS:**

**Option 1:** Strategic projects will present to DIB based on risk as determined by the Government Chief Information Officer (GCIO).

1. DST will report activities on strategic cases managed by SPO in the DIB's Secretariat update.
2. DST will escalate any concerns to the ADM Digital Platforms and Data (DPD).
3. Where the ADM DPD judges there are unresolved significant concerns or considerations that require DIB attention, the ADM will seek GCIO advice on taking the case to DIB.

*Implications:*

- DIB will be sighted on reviews of strategic cases.
- Duplication of information for DMs will be minimized, given there is overlap of board members.
- Strategic cases involved with SPO and the DMCPSP will not have additional governance steps to complete.
- There is an opportunity to escalate cases to DIB if required.

s.13

**RECOMMENDATION: Option 1**

*(please circle)*

**APPROVED**

**NOT APPROVED**

**OPTION**   1  



**Shauna Brouwer**  
**Deputy Minister**

October 22, 2021

**Date**

Attachment(s): Appendix 1: Membership of DM committees  
Contact: Lenore Ogilvy 778-584-0354

## Appendix 1 – Membership of the DM Committees

<b>Digital Investment Board</b>	<b>DM Committee on Procurement and Strategic Projects</b>
Shauna Brouwer (Chair)	Shauna Brouwer (Chair)
Peter Pokorny	Peter Pokorny (delegate for Stephen Brown)
Alison Bond	Alison Bond
Bobbi Sadler	Bobbi Sadler
Kevin Jardine (Vice Chair)	
Shannon Baskerville	
David Galbraith	
Mark Sieben	
Tiffany Ma	
	Barbara Carmichael (delegate for Richard Fyfe)
	Carl Fischer
	Eric Kristianson
	James Harvey
	Kaye Krishna

## INFORMATION NOTE

### Advice to Deputy Minister CITZ

**DATE:** October 18, 2021

**CLIFF#:** 116001

**ISSUE:** Access to integrated, de-identified income data is needed to address many of the government's top priorities.

**BACKGROUND:**

Many of government's top priorities focus on the analysis of inequities, including identifying and addressing systemic racism, GBA+ analysis, and the Poverty Reduction Strategy. In addition, through a series of recommendations, external bodies like the Office of the Human Rights Commissioner and experts like Dr. Mary Ellen Turpel-Lafond have called for the Province to collect demographic data to identify systemic racism and deliver more equitable services. These initiatives ask government to analyze inequity from a system-wide perspective and to understand the social determinants of health.

The Digital Platforms and Data Division (DPDD)'s Data Innovation Program (DIP) was established to allow government to understand complex, cross-ministry, system-wide issues. The DIP Program links data from multiple ministries and public sector organizations to allow research teams to understand social issues and to evaluate the efficacy of government programs. Ministries and other public bodies have identified the lack of income data within the DIP as a barrier to any projects exploring equity.

s.13

In late 2018, DPDD approached the Ministry of Finance (FIN) to identify any legislative barriers to using the *BC Statistics Act* to collect personal income data held by FIN. <sup>s.14</sup>

s.14

s.14

**DISCUSSION:**

s.13; s.16

s.13; s.16

**NEXT STEPS:**

s.13

Attachment(s): n/a  
Contact: Beth Collins, Director, Digital Platforms and Data Division, 250-361-5378

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Withheld pursuant to/removed as

DUPLICATE

## DECISION NOTE

### Advice to Deputy Minister

**DATE:** October 20, 2021

**CLIFF#:** 116109

**ISSUE:** PSA's classification recommendation, Director, Indigenous Data Initiatives

#### BACKGROUND:

In November 2020 Citizens' Services (CITZ) mandate letter outlined a commitment to support the Parliamentary Secretary for Anti-Racism Initiatives in the collection, housing and analysis of race-based data. In order for CITZ to meet this commitment we require an additional FTE at the band 4 level.

#### DISCUSSION:

The Digital Platforms and Data Division (DPDD) submitted a request for a new position for a Director, Indigenous Data Initiatives, at the band 4 level. Classification Services recommended this position be classified at the band 3 level. The Deputy Minister has the authority to classify the position one band higher or lower than what was recommended.

The position will provide leadership on behalf of the Province in working directly with an Indigenous data advisory group – comprised of external partners from across B.C. – that will:

- Inform approaches to data ownership, collection, housing and usage guided by the *Declaration Act* and the UN Declaration on the Rights of Indigenous Peoples.
- Support data sovereignty and enable new data stewardship arrangements.
- Identify and prioritize the data actions that are most important to Indigenous people (e.g., regional data governance centre).
- Co-develop a new Indigenous data standard.

This group will have broad Indigenous representation, and the director will be accountable for its engagement to:

1. Co-develop and/or coordinate the Indigenous data strategy(s) which includes data management policies, including information sharing or co-stewardship agreements.
2. Provide direction on Indigenous-led projects using integrated data to inform policy and program decisions, and support for community-based service delivery structures.
3. Provide input on the provincial data plan, including pathways for data sharing to ensure Indigenous people have the access and capacity to use data for decisions.

In addition to leading this work directly supporting CITZ mandate commitments, the Director, Indigenous Data Initiatives will work with the Indigenous data advisory group to support multiple other ministries' data initiatives (e.g., PSSG A Path Forward on Murdered and Missing, Health's response to *In Plain Sight*, MCFD's work on the Representative for Children and Youth's *A Parent's Duty* recommendations).

#### OPTIONS:

This new position is important for contributing to the provincial government's commitment to true and lasting reconciliation with Indigenous people by developing and implementing an Indigenous data

governance framework that supports all ministries in improving data quality, expanding analysis and reporting and supporting Indigenous people through better evidence-based decision making.

Classification Services recommendation poses a number of issues in order to effectively support this work:

- Classifying at the band 3 level will not attract the appropriate talent required to meet our needs;
- This role requires unique expertise to lead the work required to build up governance, policy, and programs related to Indigenous data; and
- The pay grade for a band 3 does not meet the required work for this position

**Option 1:** Override the PSAs recommendation and approve the Director, Indigenous Data Initiatives be classified at the band 4 level

s.13

**RECOMMENDATION:**

**APPROVED**

**NOT APPROVED**

**OPTION \_\_\_\_1\_\_\_\_**



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**CJ Ritchie**  
**Acting Deputy Minister**

October 29, 2021  
**Date**

Attachment(s): N/A

Contact: Kathleen Assaf, 250-208-1979

## DECISION NOTE

### Advice to Deputy Minister

**DATE:** October 25, 2021

**CLIFF#:** 116060

**ISSUE:** Requesting amendment to an Information Sharing Agreement under Section 12 of the *Statistics Act* with the Ministry of Advanced Education and Skills Training (AEST)

#### BACKGROUND:

AEST has been partnering with BC Stats since 2015 to jointly undertake outcomes surveys of participants and employers who were enrolled in the Canada-British Columbia Job Fund Agreement Program and subsequent Canada-British Columbia Workforce Development Agreement (WDA) between B.C. and the federal government.

BC Stats operates under the legal authority of the *Statistics Act*, Section 12 of which contains provisions for the Minister to enter into an agreement to jointly collect and exchange individual-level survey responses with other parties. Section 23(1) of the *Interpretation Act* allows a Deputy Minister to exercise the powers of a Minister on the Minister's behalf.

By implementing Section 12, survey respondents are informed about the information sharing before any information is collected from them. As surveys are voluntary, a respondent may choose not to proceed with the survey once they have been informed that their responses will be shared outside of BC Stats. Respondents are given the additional option to complete the survey and then give notice in writing to the Director of Statistics that they do not want their responses shared. In this case, the information is kept and used by BC Stats but not shared with the other party pursuant to the agreement. Additionally, a consent form is used for sharing testimonials publicly under Section 9(6)(b) of the *Statistics Act*.

#### DISCUSSION:

AEST has elected to continue partnering with BC Stats to ensure that the information they need is collected under the authority and protection of the *Statistics Act*.

An amendment to the Information Sharing Agreement with AEST has been prepared and would:

- include additional participant groups—agreement holders, Indigenous communities, and service providers
- extend the term of the agreement indefinitely with a review period of 10 years
- incorporate sharing consented to respondent testimonials publicly on government websites and for social media outreach related to the program

#### OPTIONS:

**Option 1:** The Deputy Minister signs the information sharing agreement amendment

*Implications:*

- BC Stats to continue to partner with AEST and AEST can fulfil its performance measurement and public reporting commitments under the Canada-British Columbia Workforce Development Agreement.
- BC Stats' cost-recovery based model will be supported with incoming revenue and the existing relationship with AEST will be retained.



s.13

**RECOMMENDATION:**

(please circle)  
**APPROVED**

**NOT APPROVED**

**OPTION 1**



**Shauna Brouwer**  
**Deputy Minister**

November 9, 2021

**Date**

Attachment(s): 1 Section 12 Amending Agreement CJF #3 2021-10-21  
2 Section 12 ISA Canada Job Fund Programs 2015-11-12  
3 Section 12 Amending Agreement CJF 2016-05-25  
4 Section 12 Amending Agreement CJF #2 2018-08-15  
Contact: Ian Darling, 250-812-9058

**AMENDING AGREEMENT #3  
FOR CANADA JOB FUND PROGRAMS**

THIS AMENDING AGREEMENT is made effective as of the 21st day of July, 2021.

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Citizens' Services, BC Stats, formerly represented by the Minister of Jobs, Trade and Technology ("**BC Stats**")

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Advanced Education and Skills Training, formerly represented by the Minister of Advanced Education, Skills and Training ("**AEST**")

WHEREAS:

- A. The parties entered into an "Information Sharing Agreement for Canada Job Fund Programs" (the "**Agreement**") so entitled and made effective September 9, 2015;
- B. The parties entered into an "Amending Agreement for Canada Job Fund Programs" so entitled and made effective June 10, 2016;
- C. The parties entered into an "Amending Agreement for Canada Job Fund Programs #2" so entitled and made effective September 11, 2018;
- D. The parties now wish to further amend the Agreement to include further collaboration between BC Stats and AEST with regard to the Workforce Development Agreement, as set out in this Amending Agreement.

NOW THEREFORE the parties agree as follows:

- 1. Section 1.01 of the Agreement is amended by:

- (a) adding, immediately following the definition of "Aggregate data", the following definition:

**"Agreement Holder"** means the organization that has entered into an skills training agreement with AEST.;

- (b) adding, immediately following the definition of "Contractor", the following definition:

**"Communities"** means First Nations, Metis Nation Chartered Communities and Friendship Centres that are eligible for funding opportunities with AEST.;

- (c) deleting the definition of “Participant” in its entirety and replacing it with the following definition:
- “Participants”** means Agreement Holders, Clients, Communities, Service Providers, and Employers.’;
- (d) adding, immediately following the definition of “Respondent”, the following definition:
- “Service provider”** means an organization that provides the necessary services and supports to participants undergoing training and have the flexibility to hone this training to the specific client groups.’; and
- (e) re-lettering the definitions accordingly.
2. The Agreement is amended by deleting reference to the “Minister of Jobs, Trade and Technology” and replacing it with a reference to the “Minister of Citizens’ Services” and deleting reference to the “Minister of Advanced Education, Skills and Training” and replacing it with a reference to the “Minister of Advanced Education and Skills Training”.
3. Section 2.01 is deleted in its entirety and replaced with the following section:
- “2.01 Notwithstanding the date of execution and delivery of this Agreement, this Agreement will become effective on the Effective Date and will continue until terminated in accordance with Section 6.02.”
4. Section 6.01 is deleted in its entirety and replaced with the following section:
- “6.01 The authorized representatives of the parties will review this Agreement on or before the 10<sup>th</sup> anniversary of the Effective Date and may agree to make any amendments to this Agreement or the attached Schedule “A” as may be deemed necessary or prudent in the circumstances.”
5. Section 4.09 will be amended by adding “Additionally, only those Respondents who say they would like to share their stories and give their written consent under Section 9(6)(b) of the *Statistics Act* will have their testimonial or quote shared publicly on government websites for marketing/advertising and social media outreach related to the program.
6. The Agreement, as amended by this Amending Agreement #3, is ratified and confirmed.
7. This Amending Agreement #3 may be executed by the parties in any number of counterparts, each of which when so executed and delivered will be deemed to be an original and all of which together will constitute one and the same document. Delivery of an executed counterpart by email with a scanned PDF attachment will be effective to the same extent as if such party had delivered a manually executed counterpart.

Agreed to on behalf of AEST by its authorized representative:

\_\_\_\_\_  
Shannon Baskerville  
Deputy Minister

\_\_\_\_\_  
(Date)

Agreed to on behalf of BC Stats by its authorized representative:

\_\_\_\_\_  


Shauna Brouwer  
Deputy Minister

\_\_\_\_\_  
November 9, 2021

(Date)



## INFORMATION SHARING AGREEMENT FOR CANADA JOB FUND PROGRAMS

THIS AGREEMENT is made effective the 9<sup>th</sup> day of September, 2015 (the "**Effective Date**")

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Technology, Innovation and Citizens' Services, BC Stats ("**BC Stats**")

AND:

HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA, as represented by the Minister of Jobs, Tourism and Skills Training ("**JTST**")

WHEREAS:

- A. JTST has overall responsibility for the Canada Job Fund Program (the "**Program**") through an agreement signed with the federal government (the "**Canada-BC Job Fund Agreement**"). The goal of the Program is to increase the participation of British Columbians in the labour force and help them develop the skills necessary to find and keep a job. The Program is one of B.C.'s key funding mechanisms to address skills training gaps in British Columbians. As such, JTST requires survey data from Participants in order to evaluate the Program's impact on Participants' success in the labour market and their overall skill development.
- B. Collaboration between BC Stats and JTST in the joint collection, use and disclosure of certain Information in order to compile, compare, analyze, distribute and/or utilize statistical information respecting outcomes for Participants will avoid duplication of methods, thereby reducing costs and the burden on Respondents, and will permit the production of high quality and timely statistical information in relation to the Program.
- C. JTST and the Minister of Technology, Innovation and Citizens' Services, pursuant to section 12 of the *Statistics Act*, R.S.B.C. 1996, Chapter 439 (the "**Statistics Act**"), wish to enter into an agreement respecting the collection, joint collection, exchange and disclosure of Information, and subsequent tabulation and analysis based on that Information, for use in relation to the Program, including with respect to planning and further development of the Program (the "**Research Activities**"), in accordance with the terms and conditions contained in this Agreement.

- D. JTST and BC Stats are authorized to engage in the Research Activities pursuant to applicable provisions of the *Freedom of Information and Protection of Privacy Act*, R.S.B.C. 1996, Chapter 165 (the "FOIPPA"), and the Statistics Act, each as may be amended from time to time.
- E. JTST has entered into a Memorandum of Understanding with BC Stats under which BC Stats will administer the Surveys, and has agreed to participate with BC Stats in the collection, use and disclosure of the Information in accordance with the terms and conditions contained in this Agreement.

NOW THEREFORE in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by each party, the parties agree as follows:

## DEFINITIONS

- 1.01 In addition to the terms defined throughout this Agreement and the recitals, in this Agreement and the recitals the following capitalized terms will have the meanings:
- (a) **"Aggregate Data"** means Participant data that has been combined, without personal identifiers in such a way that no individual can be identified from the data itself or from low frequency cells and/or counts, for categorical or summary analysis.
  - (b) **"Contractor"** has the meaning given to that term in section 4.03.
  - (c) **"Director"** means the Director of Statistics appointed under section 2 of the Statistics Act or the person occupying the position that is substantially similar to that of the director of statistics, regardless of their position title.
  - (d) **"Disclosed Participant Information"** means the Participant Information, excluding any particular Personal Information that BC Stats should specifically choose to exclude from disclosure from time to time, provided by BC Stats to its Contractors for the purposes set out in section 4.03.
  - (e) **"Information"** means any information, including Participant Information or other Personal Information, that is provided:
    - (i) at any time by a Participant for the purposes of conducting research or statistical analysis; and
    - (ii) by a Respondent and forms a part of the Survey Results and also includes any replies to original inquiries and supplementary information provided by a Respondent.

- (f) **"Information Security Policy"** refers to the manual that provides the framework for government organizations to establish local policies and procedures necessary for the protection of information and technology assets based on the ISO 27002:2005 standard (as it may be updated from time to time) for information security management. The Information Security Policy provides a structured approach to identifying the broad spectrum of information security activities in the life-cycle of information systems.
- (g) **"Oath"** has the meaning given to that term in section 5.02.
- (h) **"Participant"** means a current or past client of the Program who is or was enrolled in a program, training or course(s).
- (i) **"Participant Information"** means the information set out in the attached Schedule "A", as may be amended from time to time by delivery of a mutually agreed updated Schedule, without the need for formal amendment to this Agreement.
- (j) **"Personal Information"** has the meaning given to that term in the FOIPPA.
- (k) **"Privacy Breach"** means a situation where any unauthorized access to, or collection, use, disclosure or disposal of, Personal Information has occurred.
- (l) **"Respondent"** means a Participant who voluntarily responds in whole or in part to any Surveys used in the collection of Information.
- (m) **"Surveys"** has the meaning given to that term in section 4.03.
- (n) **"Survey Results"** means a Respondent's responses, including open-ended responses, and Information obtained from a Survey.
- (o) **"Term"** has the meaning given to that term in section 2.01.

## TERM

- 2.01 Notwithstanding the date of execution and delivery of this Agreement, this Agreement will become effective on the Effective Date and will continue until July 31, 2021 unless earlier terminated in accordance with Article 6 (the "Term").

## ACKNOWLEDGEMENTS

- 3.01 JTST acknowledges that:

- (a) it has the requisite authority to collect and disclose to BC Stats any Personal Information contained within the Participant Information under sections 26(c) and (e), section 27 and sections 33.2(a) and (l) of the FOIPPA, respectively;
- (b) in accordance with the requirements of section 27 of the FOIPPA, it has obtained any necessary authorizations, as applicable, to enable BC Stats to indirectly collect and to use any Personal Information contained within the Participant Information for the purposes of conducting the Surveys; and
- (c) it has the requisite authority under sections 26 (c), 26 (e) and 27(1)(b) of the FOIPPA to collect from BC Stats any Personal Information contained within the data provided back to it in accordance with Article 4 of this Agreement.

3.02 BC Stats acknowledges that:

- (a) it has the requisite authority under section 12 of the Statistics Act and sections 26(a) and (e) of the FOIPPA to, respectively, enter into this Agreement and to collect any Personal Information contained within the Participant Information from JTST;
- (b) it has the requisite authority under section 27(1)(a)(iii) and 27 (1)(b) of the FOIPPA to indirectly collect any Personal Information contained within the Participant Information provided to it by JTST; and
- (c) it has the requisite authority under sections 33.1(1)(c), 33.2(c) and 33.2(l) of the FOIPPA, as applicable, to disclose back to JTST any Personal Information that it has obtained pursuant to Article 4 of this Agreement.

3.03 Each of JTST and BC Stats acknowledges that any Information, including Personal Information and Survey Results, collected from or disclosed to the other, or exchanged between them, pursuant to this Agreement will be used solely for the Research Activities, in accordance with this Agreement, and as permitted under section 32 of the FOIPPA.

3.04 BC Stats will subject the Participant Information, including any other Information collected by JTST for its own purposes and communicated to BC Stats pursuant to this Agreement, to the same confidentiality requirements to which it was subject when collected by JTST, provided that these confidentiality requirements are communicated to BC Stats prior to or at the time of the disclosure of such Information by JTST. If no specific confidentiality requirements are provided by JTST, unless advised by JTST that information is not confidential, BC Stats will treat the Participant Information and any other information received from JTST as confidential according to BC Stats' internal policies and the Information Security Policy.



## DATA COLLECTION, USE, AND DISCLOSURE

- 4.01 In accordance with the terms and conditions contained in this Agreement, JTST and BC Stats will jointly collect, and will exchange, and collect from and disclose to each other during the Term, certain Information, including Personal Information, to be used for the Research Activities and/or publication of Aggregate Data based on that Information.
- 4.02 JTST will collect and provide the Participant Information to BC Stats on the timelines and via the secure method (such as a SharePoint site, FTP site or similar method) as may be agreed to between them from time to time.
- 4.03 BC Stats will use the Participant Information for the Research Activities, including extracting the Disclosed Participant Information for disclosure to one or more third party service providers engaged by BC Stats (each a "**Contractor**") to enable the Contractor to use the Disclosed Participant Information to contact Participants to conduct surveys ("**Surveys**"), at prescribed intervals, relevant for the collection of Information to be used in the Research Activities.
- 4.04 It is expected that the Surveys will be conducted approximately three months after a Participant has completed or departed from his/her program and again at twelve months; however, each of BC Stats and JTST reserves the right to conduct the Surveys at different intervals as they see fit.
- 4.05 BC Stats will cause the Contractor, at the time of collection, to provide notice to the Respondents that the Information is being collected jointly on behalf of BC Stats and JTST and that the Information will be shared with JTST.
- 4.06 This Agreement will not apply to any Information obtained from a Respondent who gives notice in writing to the Director that the Respondent objects to the sharing of that Information between the Director and JTST.
- 4.07 BC Stats will collate from the Survey Results and will provide to JTST, on a time schedule as may be agreed to between BC Stats and JTST from time to time, individual Respondents' responses, but excluding any Information that a Respondent has objected to the sharing of pursuant to section 4.06.
- 4.08 BC Stats will conduct, or cause to be conducted via its Contractors, the Surveys and, subject to section 4.06, will provide to JTST the Participant Information and Survey Results.
- 4.09 JTST acknowledges that its use of the Survey Results and the Participant Information is subject to its internal policies, government policy and statutory obligations, as well as any other relevant obligations to which JTST is subject. Without limiting the general nature of the foregoing sentence, JTST acknowledges that this Agreement does not authorize the disclosure of the Survey Results or any Participant Information, in whole or in part, to any third party, including the Government of Canada.

- 4.10 BC Stats will, as resources permit, endeavour to provide JTST with a current and complete set of Survey Results within 90 days following JTST's request for same or the termination of this Agreement for any reason. If BC Stats cannot provide a complete set of Survey Results for any reason, JTST and BC Stats will jointly review the matter and may agree to a release of a portion of the Survey Results or other approach to resolve the matter.
- 4.11 JTST may, subject to section 4.09, create Aggregate Data from the Survey Results and provide such Aggregate Data to the Government of Canada in order to fulfill its obligations under the Canada-BC Job Fund Agreement.
- 4.12 JTST may request BC Stats to create Aggregate Data from the Survey Results and to provide such Aggregate Data to JTST, and BC Stats may, in its sole discretion, agree to do so.
- 4.13 In the event that either of BC Stats or JTST wishes to publish the Aggregate Data, each will provide the other with sufficient prior written notice to allow discussion of the manner of, and the resolution of any concerns or other issues relating to, such publication.

#### **CONFIDENTIALITY / SECURITY / ACCURACY / ACCESS / DISPOSAL**

- 5.01 By way of the General Service Agreement, or substantially similar agreement, BC Stats will ensure that the Contractor is contractually bound to maintain the confidentiality of, and to protect against the unauthorized disclosure of or access to, the Disclosed Participant Information and the Survey Results and that the Contractor and any employees of the Contractor will be bound to obey the requirements of the FOIPPA, the Statistics Act and any other legislation governing the collection, use, and disclosure of Personal Information contained within the data. In addition, the Contractor will be required to immediately notify BC Stats if a Privacy Breach has occurred.
- 5.02 The Contractor and any employees of the Contractor will be required to swear the Oath of Secrecy contained in section 4 of the Statistics Act (the "Oath") before receiving the Disclosed Participant Information and commencing their duties with respect to conducting the Surveys.
- 5.03 BC Stats will ensure that all Survey Results and Participant Information in its custody will be stored on a secure server in Canada and may be accessed only by individuals who have sworn the Oath and who require access to such information in order to conduct the Research Activities in accordance with this Agreement or to maintain the relevant data sets.
- 5.04 Each of JTST and BC Stats will take reasonable steps to ensure the confidentiality and security of any Personal Information in its custody or under its control by guarding against risks of unauthorized access, collection, use, disclosure or disposal, whether in storage, transport, transmittal, or otherwise,

and will make any person who has access to the Personal Information aware of their obligations with respect to the collection, use, disclosure, and security of the Personal Information.

- 5.06 In the event of a Privacy Breach or a suspected Privacy Breach, each of JTST and BC Stats will:
- (a) immediately inform the other of any circumstances, incidents, or events that have jeopardized or may in the future jeopardize the privacy of any individual(s) or the security of any computer system that is used to access Personal Information;
  - (b) follow its own internal breach of privacy protocol, or other relevant internal policies, as required under the FOIPPA;
  - (c) where appropriate, inform the applicable service providers of any Privacy Breach affecting its Participant(s) regardless of whether JTST or BC Stats is responsible for the Privacy Breach. The decision whether or not to notify the Participant(s) and service providers, and the manner of notification, will be the sole responsibility of JTST; and
  - (d) continue to update the other with respect to the status of the Privacy Breach or suspected Privacy Breach.
- 5.07 Each of JTST and BC Stats will make reasonable efforts to ensure that any Personal Information in its custody or under its control is accurate, complete and current.
- 5.08 Each of JTST and BC Stats will be responsible for its own assessment and approval of any information access requests made to it, in accordance with its own internal policies and FOIPPA obligations.
- 5.09 Each of JTST and BC Stats will keep and ultimately dispose of the Participant Information and Information in its custody in accordance with its internal policies and its FOIPPA and any other applicable statutory obligations.
- 5.10 Each of JTST and BC Stats will implement this Agreement in conformity with the Information Security Policy.

#### **REVIEW / TERMINATION**

- 6.01 An authorized representative of each of JTST and BC Stats will review this Agreement on or before July 31, 2021 and may agree to make any amendments to this Agreement or the attached Schedule "A" as may be deemed necessary or prudent in the circumstances.
- 6.02 Either JTST or BC Stats may terminate this Agreement:

- (a) effective immediately, if the other fails to meet its obligations under this Agreement;
  - (b) or at any time for convenience, by providing at least 90 days' written notice to the other.
- 6.03 Following termination of this Agreement for any reason, each of JTST and BC Stats will continue to hold and ultimately dispose of any Personal Information in its possession or under its control in compliance with their respective internal policies and statutory obligations, or pursuant to any written agreement entered into between them at the time of termination or withdrawal, as applicable.

## NOTICES

- 7.01 Any notice, approval, consent, waiver, statement, or other document or materials that either JTST or BC Stats may desire or be required to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, on the date of delivery if delivered personally or, if mailed, on the fifth business day after the mailing of the same in Canada by prepaid post addressed as follows:

if to BC Stats:

BC Stats  
PO Box 9410 Stn Prov Govt  
Victoria, British Columbia V8W 9V1

Attention: Director of Statistics

and if to JTST:

Business Operations and Engagement Branch  
Ministry of Jobs, Tourism and Skills Training  
PO Box 9213, Stn Prov Govt  
Victoria, British Columbia V8W 9J1

Attention: Director of Evaluation

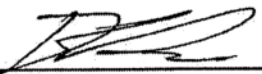
- 7.02 In addition to section 7.01, any notice, approval, consent, waiver, statement, or other document may be delivered by electronic mail from either JTST or BC Stats and will be conclusively deemed to have been given to and received by the intended recipient when so transmitted if transmitted by electronic mail to addresses that either of them may, from time to time, advise.

- 7.03 Either JTST or BC Stats may, from time to time, advise the other by notice in writing of any change of address or electronic mail and from and after the giving of such notice the address or electronic mail therein specified will, for purposes of this Agreement, be deemed to be the address or electronic email address of JTST or BC Stats, as applicable.

## **GENERAL**

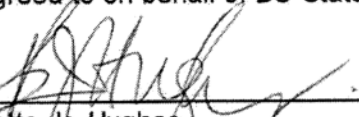
- 8.01 Any alteration or amendment to the terms and conditions of this Agreement must be in writing and duly executed by each of JTST and BC Stats.
- 8.02 Any Schedule attached to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement and may be updated separately from the body of this Agreement by the authorized representatives for each of JTST and BC Stats signing such updated Schedule, which will be deemed to be a binding modification to this Agreement.
- 8.03 If there is any conflict between a provision in any Schedule to this Agreement and any provision contained in the body of this Agreement, the provision in the body of this Agreement will prevail to the extent of the conflict unless the conflicting provision in the Schedule states that it operates despite a conflicting provision contained in the body of this Agreement.
- 8.04 In this Agreement, the singular also implies the plural, and *vice versa*, as the context requires.
- 8.05 This Agreement may be executed by JTST and BC Stats in separate counterparts each of which when so executed and delivered will be an original, and all such counterparts may be delivered by mail or by electronic mail with a scanned PDF attachment and any such transmission will be considered an original.

Agreed to on behalf of JTST by its authorized representative:

  
\_\_\_\_\_  
Scott MacDonald  
Assistant Deputy Minister  
Labour Market and Information Division

Nov 2, 2015  
(Date)

Agreed to on behalf of BC Stats by its authorized representative:

  
\_\_\_\_\_  
Bette-Jo Hughes  
Associate Deputy Minister and  
Government CIO, CIO Operations

6 Nov 2015  
(Date)

## SCHEDULE "A" INFORMATION SPECIFICATIONS

### Participant Information (Provided by JTST to BC Stats)

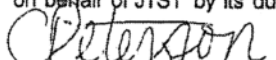
Variable	Description
Program	Program stream code (CJG, ESS, EST, TIOW)
Program name	Program stream name
ID	Unique Participant Identifier (index value, no meaning)
Application_ID	Application number
FirstName	First name
MiddleName	Middle name
LastName	Last name
DOB	Date of birth
Sex_ID	Gender
Disability	Person with disability status
Aboriginal	Aboriginal status
Immigrant	Immigrant status
DevelopmentRegion	Economic region
Sector	NAICS sector
Email	Email
Phone	Phone number
Alt Phone	Alternate phone number
Mailing Postal Code	Postal code
Program_Start	Training program start date
Program_End	Training program end date
Training Program Title	Training program name
Deliver Date	Date that JTST sends cohort to BC Stats

THIS SCHEDULE "A" is made and/or updated as of the 9th day of September, 2015 and is:

SIGNED on behalf of Her Majesty the Queen in Right of the Province of British Columbia by the Director of Statistics:

  
Martin Monkman, Director of Statistics

SIGNED on behalf of JTST by its duly authorized representative:

  
Director, Strategic Planning & Evaluation

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Withheld pursuant to/removed as

DUPLICATE



## INFORMATION NOTE

### Advice to Deputy Minister

**DATE:** October 8, 2021

**CLIFF#:** 115925

**ISSUE:** Announcement of Mobile Devices for Children and Youth in Care Program

#### **BACKGROUND:**

The Ministry of Children and Family Development (MCFD) led an initiative to provide mobility devices to children and youth in care. The Ministry believes that a personal mobile device would provide options to maintain vital social connections and improved access to information, applications, and online services.

#### **DISCUSSION:**

MCFD requested proposals from TELUS and Rogers and have concluded that the TELUS proposal best met all the requirements. MCFD and OCIO-ICT worked together with the Legal Services Branch to confirm the use of the Telecommunications Service Master Agreement (TSMA). Certain fees that CITZ collects were eliminated to reduce the cost of these phones to MCFD.

Total estimated annualized cost to MCFD including the one time cost of accessories is \$3,374,641.

Approximately 3,984 children and youth aged 13-18 in care and Youth Agreements, Children and Youth on an Extended Family Program of the Director, will be provided with, and benefit from, access to personal mobile devices.

#### **SUMMARY:**

Attached is the draft news release that MCFD has prepared for release on Thursday, October 14, with an announcement from Minister Dean at a virtual event in Victoria.

**Attachment:** News Release - Phones4Youth

**Contact:** Michael Rolston, Executive Director, Information Communications Technologies  
Office of the Chief Information Officer, 250 812-6041

## INFORMATION NOTE

### Advice to Minister Beare

**Date:** November 24, 2021

**CLIFF#:** 116293

**ISSUE:** NextGen Notice of Planned Procurement (NOPP)

#### **BACKGROUND:**

The Telecommunications Service Master Agreement (TSMA), which expires in July 2023, is a strategic 12-year deal, which consolidated \$1.6B in telecom services for a subset of Broader Public Sector organizations, called the Buyers Group. To ensure seamless transition of telecom services for the Buyers Group, Information Communication Technologies (ICT) prepared a business case, which included lessons learned from the TSMA, assessments of evolving technology, industry research, market engagements and the Buyers Group's business objectives.

s.13

#### **DISCUSSION:**

The purpose of the NOPP is to inform the vendor community of the future opportunity contemplated by the Buyers Group. For the NextGen Telecom Procurement, the NOPP will provide:

- current members of the TSMA and the total annual spend;
- general scope of services being procured and the annual spend per service category;
- geographic scope of operations required to meet the Buyers Group's telecom services needs;
- contract model being considered; and
- timeline of the procurement.

The NOPP provides interested vendors additional time, in advance of the NRFP, to begin preparing their procurement strategies and responses<sup>1</sup>. Any questions from the vendor community regarding the NOPP will be managed through the Procurement Services Branch. s.13; s.16

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<sup>1</sup> The NOPP provides a general description of the potential opportunity; it is not a guarantee that the procurement will proceed.

s.13; s.16

ICT continues to monitor the NextGen Telecom Procurement for potential risks including resourcing and timelines. Mitigation plans are in place and ICT is actively managing these risks. ICT will also continue to involve the ADM Peer Review Committee and the DM Committee on Procurement and Strategic Contracts and provide any report backs or obtain any approvals as required.

**KEY MESSAGING:**

- Significant work proceeded the NOPP to develop the procurement strategy in partnership with the buyers group, Procurement Supply Division and Legal Services Branch, to manage potential risks to the procurement timeline.
- The multi-vendor approach aligns with government's procurement policy to foster a competitive environment and government's sourcing strategy to be more responsive to changing technologies and services.
- The NOPP provides advance notice to the telecom industry of the upcoming procurement, providing vendors additional time to prepare their responses.
- Responses to the NRFP are anticipated from telecom vendors, capable of meeting the Buyers Group's geographical and operational requirements, as defined in the Request for Information (RFI) conducted with the telecom industry in December 2020.
- s.13

**NEXT STEPS:**

- NOPP posting go-live: target date December 15, 2021
- s.13

Attachments: 1 – NextGen Telecom Project Notice of Planned Procurement  
2 – NextGen Q&As  
Contact: James Shypitka, Senior Executive Director, OCIO-Information Communication Technologies  
(250) 415-0738



# Notice of Planned Procurement

NextGen Telecom Project

**Date:** December XX, 2021

**Document ID Number:** [# is generated by BC Bid]

## General

s.13

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Withheld pursuant to/removed as

s.13

## DECISION NOTE

### Advice to Minister Lisa Beare

**Date:** October 19, 2021

**CLIFF#: 115817**

**ISSUE:** Invitation to deliver opening or closing remarks virtually at the OCIO's Security Day on November 3, 2021.

#### BACKGROUND:

For the last 20 years, the Information Security Branch has organized and hosted two annual Security Day events (spring and fall) B.C. Government employees, representatives from the Broader Public Sector, school districts, post-secondary institutions, municipalities, crown corporations and British Columbians are encouraged to attend, free of charge. These events demonstrate the B.C. Government's commitment to information security and protecting the privacy of its people, as well as ongoing efforts to educate employees.

Presented by the Office of the Chief Information Officer within the Ministry of Citizens' Services (CITZ), this event attracts employees across the B.C. Public Service and the Broader Public Sector. It offers employees an opportunity to learn about security matters of importance to government and the private sector. The last event held via webcast in June 2021, had more than 900 online attendees.

When the pandemic occurred, Security Day became a virtual event for health and safety accommodations. This will continue into November 2021. The event team will broadcast Security Day from the 4000 Seymour presentation room and speakers will be invited to join for their presentation session through Microsoft Teams.

#### DISCUSSION:

- The theme of the fall event is **Defensible Security: @ Work, @ Home and @ Play** (defensible security is a process that helps organizations develop the steps needed to achieve protective security measures)
- The event will be held online from 9 a.m. to 12:30 p.m. on November 3, 2021.
- The agenda includes protecting personal and government information and networks, risk assessment, multi-factor authentication and managing security breaches.

#### *Executive Participation Opportunity:*

The Minister's participation in providing opening remarks at the most recent Security Day Conference on June 3, 2021 was appreciated, as it helped promote the importance of security practices for British Columbians.

The Minister is invited to provide opening remarks at the Security Day event at 9:00 a.m. on November 3, 2021. Remarks will be drafted by Government Communications and Public Engagement/Deputy Minister's Office. The Government Chief Information Officer has confirmed that they will complete closing remarks. We have allotted five (5) minutes on the agenda for the Minister. This can be adjusted to align with her needs and schedule.

The Minister's participation will further emphasize the province's commitment to raising the cyber security bar within B.C. This event lends itself to improving 'the use, management, sharing and protection of data for all British Columbians' in support of objective 2.2 from the current CITZ Service Plan.

We propose that the Minister offer comments on:

- the importance of digital security in B.C.
- the conference theme: Defensible Security: @ Work, @ Home and @ Play
- the Minister's mandate commitments of security and privacy.

Should the Minister wish to participate, she can join via MS Teams to stream live from home or her office. The Information Security team is available to assist with technology support.

#### **OPTIONS:**

**Option 1:** Accept the invitation to deliver opening remarks.

**Option 2:** Decline the invitation to deliver opening remarks.

**RECOMMENDATION:** Option 1: Accept the invitation to deliver opening remarks.

*(please circle)*

**APPROVED**

**NOT APPROVED**

**OPTION 1**



2021-10-22

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**Lisa Beare**  
**Minister**

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**Date**

Contact: Gary Perkins, Executive Director, 778-679-7477  
Information Security Branch, Enterprise Services Division



## DECISION NOTE

### Advice to Deputy Minister

**DATE:** November 17, 2021

**CLIFF#:** 116241

**ISSUE:** PSA's Classification recommendation, Executive Director, Corporate Initiatives

#### BACKGROUND:

In August 2021 the Enterprise Services Division (ES) began the Digital Workplace Initiative (DWI) program to support government's expanded support of a flexible workplace model for public servants. In order to meet the requirements of the project ES requires an additional FTE at the Band 5 classification level.

#### DISCUSSION:

ES submitted for a new Executive Director, Corporate Initiatives (the position) to be created at the Band 5 level to the Public Service Agency (PSA) in September 2021. Classification Services, however, recommended that this position be classified at the Band 4 level. The Deputy Minister has the authority to classify the position one band higher or lower than what was recommended by the PSA. To meet operational needs, ES is currently borrowing a Band 5 position from the Digital Platforms and Data Division (DPD) for the DWI. This position is currently occupied by Executive Director Stuart Restall as a temporary assignment and will be returned to DPD upon the completion of the new position request process with PSA.

The [BC Government Digital Framework](#), released in 2019, conveyed an imperative to provide BC Public Service employees with modern processes, tools, and practices to do their best work and support government's digital transformation. Effective and well-integrated digital technologies, services and supporting policies, provided through the DWI program, are necessary for the Ministry of Citizens' Services to meet its mandate to ensure government services remain responsive through the COVID-19 pandemic and recovery, to expand use of cross-government data and improve public sector data security and privacy practices.

The position will report to the Assistant Deputy Minister, Enterprise Services Division and is responsible for overseeing the design and implementation of new or major transformations of core government such as the DWI program. DWI will design and implement the shared technologies, services and policies needed by employees and leaders throughout the public service to be successful in a flexible work environment in support of the BC Public Service Nature of Work (NoW) initiative. Additionally, the position is also responsible for overseeing the contract negotiations with Microsoft for licencing on behalf of the province by March 31, 2022. s.13; s.16; s.17

s.13; s.16; s.17

Further responsibilities of the position will involve:

- Providing strategic advice, guidance, and support for major transformations including leading the DWI program to meet the requirements of government core policy, strategic direction, and the ministry mandate;

- Developing and chairing high-level joint governance committees with ministries, third-party vendors, and other public sector organizations;
- Recommending policy changes that will form the basis of Cabinet Confidential recommendations such as flexible work arrangement for public servants.

**OPTIONS:**

This new position is important for supporting the provincial government's commitment to a flexible work environment and securing the technology required to support public servants in flexible work.

**Option 1:** Override the PSA's recommendation and approve the Executive Director, Corporate Initiatives be classified at the Band 5 level.

**Option 2:** Not approve the Executive Director, Corporate Initiatives at the Band 5 level, resulting in it being a Band 4.

**RECOMMENDATION:** Option 1

*(please circle)*

**APPROVED**

**NOT APPROVED**

**OPTION** 1



**Shauna Brouwer**  
**Deputy Minister**

November 26, 2021

**Date**

Attachment(s): n/a

Contact: Alex MacLennan, Assistant Deputy Minister, Enterprise Services Division, 250 507-6361

## DECISION NOTE

### Advice to Minister Beare

**Date:** November 1, 2021

**CLIFF#:** 116114

**ISSUE:** Naming Opportunity

#### BACKGROUND:

- A naming opportunity request (attachment 1) has been submitted<sup>s.13</sup> requiring approval by the Minister.  
s.13; s.21; s.22

s.13; s.21

#### DISCUSSION:

- An online search of the donor (attachment 2) was conducted by the Intellectual Property Program with no negative media reports noted.
- The Naming Committee has reviewed this request and recommended that it move forward to the Minister for consideration and decision.

#### OPTIONS:

s.13


**RECOMMENDATION:**<sup>s.13</sup>

*(please circle)*

**APPROVED**

**NOT APPROVED**

**OPTION**<sup>s.13</sup>



**Lisa Beare**  
**Minister**

November 8, 2021

**Date**

Attachments: Attachment 1 – s.13; s.22  
Attachment 2 – Media Scan Results s.22

Contact: Teri Spaven, Assistant Deputy Minister, Procurement and Supply, 778 698-2446

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s.13 ; s.21 ; s.22

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s.13 ; s.22

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s.13 ; s.21 ; s.22

Page 159 of 219 to/à Page 165 of 219

Withheld pursuant to/removed as

s.13 ; s.22



## DECISION NOTE

### Advice to Minister Beare

**Date:** November 1, 2021

**CLIFF#:** 116116

**ISSUE:** Naming Opportunity

#### BACKGROUND:

- A naming opportunity request (attachment 1) has been submitted <sup>s.13</sup>  
s.13 requiring approval by the Minister.  
s.13; s.22

•

•

#### DISCUSSION:

- An online search of the donor (attachment 2) was conducted by the Intellectual Property Program with no media reports noted.
- The Naming Committee has reviewed this request and recommended that it move forward to the Minister for consideration and decision.

#### OPTIONS:

s.13

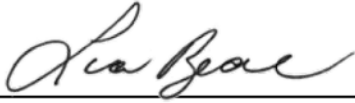
**RECOMMENDATION:** s.13

*(please circle)*

**APPROVED**

**NOT APPROVED**

**OPTION**      s.13



**Lisa Beare**  
**Minister**

November 8, 2021

**Date**

Attachments: Attachment 1 – s.13; s.22  
Attachment 2 – Media Scan Results s.22

Contact: Teri Spaven, Assistant Deputy Minister, Procurement and Supply, 778 698-2446

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Withheld pursuant to/removed as

s.13 ; s.22

## DECISION NOTE

### Advice to Minister Beare

**Date:** November 2, 2021

**CLIFF#:** 116137

**ISSUE:** Naming Opportunity

#### BACKGROUND:

- A naming opportunity request (attachment 1) has been submitted<sup>s.13</sup>  
s.13 requiring approval by the Minister.

s.13

s.13; s.21

#### DISCUSSION:

- An online search of the donor (attachment 2) was conducted by the Intellectual Property Program with some media reports noted.
- The media reports do not present any information that would prevent the proposed naming opportunity being approved:
- The Naming Committee has reviewed this request and recommended that it move forward to the Minister for consideration and decision.

#### OPTIONS:

s.13

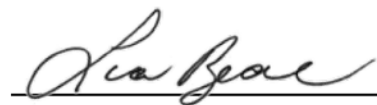
RECOMMENDATION: s.13

(please circle)

**APPROVED**

**NOT APPROVED**

**OPTION** s.13



**Lisa Beare**  
**Minister**

November 19, 2021

**Date**

Attachments: Attachment 1 – s.13  
Attachment 2 – Media Scan Results (s.13)

Contact: Teri Spaven, Assistant Deputy Minister, Procurement and Supply, 778 698-2446

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s.13 ; s.21

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Withheld pursuant to/removed as

s.13 ; s.21 ; s.22

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s.13



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s.13 ; s.22

## INFORMATION NOTE

### Advice to Minister Beare

**DATE:** October 7, 2021

**CLIFF#:** 115924

**ISSUE:** Land Options for 10382 Patricia Bay Highway

#### **BACKGROUND:**

The Ministry of Citizens' Services (CITZ) owns a 10.64-acre parcel of land located at 10382 Patricia Bay Highway (the Property) that holds little strategic value to CITZ. The Property is contaminated, located within the District of North Saanich (District), zoned rural agricultural, and falls within the Agricultural Land Reserve (ALR). The Property was acquired in the 1970s by the Ministry of Transportation and Infrastructure (TRAN) for the Patricia Bay Highway widening project.

s.13; s.17

TRAN advised CITZ staff about a meeting on October 8, 2021, between Minister Fleming and John Wilson, Chair of the Greater Victoria Chamber of Commerce and President and Chief Executive Officer of Wilson's Group of Companies regarding potential uses for the Property. TRAN noted that Minister Fleming would be in contact with Minister Beare about this meeting.

The SPCC contacted CITZ in July 2018 through MLA Adam Olsen's constituency office regarding a proposal to turn a vacant portion of the Property into a functional truck stop and new Tourist Information Centre. ADM Dhaliwal and CITZ staff met with MLA Olsen and a SPCC Board Director in September 2019 at their request. MLA Olsen and the SPCC Director were briefed on the challenges of developing the Property due to zoning and ALR restrictions.

s.13; s.16

#### **DISCUSSION:**

Environmental testing has been conducted on the Property, most recently in 2021, which indicated contamination. TRAN and BC Ferries share responsibility for environmental contamination and remediation costs. TRAN is leading the remediation work which is anticipated to take approximately two years and is leading communication with stakeholders specific to the environmental work.

s.13; s.17

s.13; s.17 CITZ will also undertake the Enhanced Referral Process attempting to repurpose the Property to meet high priority social outcomes and undertake First Nations consultation.

s.13; s.17

The Chamber's proposal for a new Tourist Information centre and truck stop would require a development permit, zoning variance, and Official Community Plan amendment from the District of North Saanich and an exclusion from the ALR. CITZ meetings with District of North Saanich staff and Agricultural Land Commission staff have noted that these changes to the Property would be extremely unlikely.

**NEXT STEPS:**

- Minister Fleming to meet with John Wilson on October 8, 2021.
- TRAN staff to brief CITZ staff on October 8 meeting outcome.
- TRAN and BC Ferries to continue environmental studies and remediation work.

s.13; s.16

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

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Withheld pursuant to/removed as

s.16

## DECISION NOTE

### Advice to Deputy Minister

**DATE:** October 14, 2021

**CLIFF#:** 115943

**ISSUE:** 2021 Grants-in-Lieu Notification to Local Government Process

#### BACKGROUND:

The Ministry of Municipal Affairs is responsible for the *Municipal Aid Act* (Act) which prescribes that Grants-in-Lieu (GIL) payments are payable on provincial land and improvements where the Province of British Columbia is the registered owner. Amounts payable are based on assessed property values by applying local government rates against these values, including the application of any exemptions. Any changes are typically due to changes in inventory, assessed value, or local government rates. The Ministry of Citizens' Services (CITZ) is responsible for the GIL calculation and payment for its portfolio of owned properties totaling over \$16 million dollars annually.

In 2020 the payment email notification was sent from the Assistant Deputy Minister's Office, due to uncertainty from COVID-19 and to match the similar process at Ministry of Municipal Affairs (MUNI). There were significant benefits in retaining signatory levels at the Divisional level, namely: a more efficient process, a more appropriate process for a routine annual payment, and the ability for staff to connect between provincial government and local governments.

Prior to 2020, the process included individualized emails from the Minister's Office for the GIL payments sent directly to recipient municipalities. Additionally, prior to 2020, past practice included a news release announcing the GIL payments produced by the Government Communication and Public Engagement (GCPE) and released on or about November 15th, the same day the payments are made.

#### DISCUSSION:

There are a number of options for the implementation of the GIL program which focus on the signatory level and formal communications level. As we enter into the 2021 GIL payment process, it is critical that we also consider the additional operational pressure the tax team is experiencing due to the IM/IT Phase 3 strategic priority work, and the administration resourcing available. The staff teams involved in this work are within:

- Asset Management Branch (AMB): Property Tax team and Administrative team
- Divisional Central Services (Division): ADMO team and Client Services Communications team

The table below reviews the time needed from each team related to each option.

#### OPTIONS:

The following three options have been identified:

**Option 1:** Notifications are sent from the Assistant Deputy Minister's office to Municipality CFO and CAO and the press release is suspended.

- Use of the Property Tax email to send the emails

**Option 2:** Notifications are sent from the Assistant Deputy Minister's office to Municipality CFO and CAO and a press release is created.

- Use of the Property Tax email to send the emails

**Option 3:** Notifications are sent from the Minister's office and the press release is suspended.

- Use of the DMO or MO email, and may involve hard copy signatures

Options	Signatory Level	Formal Communications	RPD Resourcing*	Alignment with 2020 & MUNI	Local Govt Partnership with RPD	Minister 'Announceable'
<b>Option 1</b>	ADM	No Press Release	AMB: 75 hours Division: 6 hours			
<b>Option 2</b>	ADM	Press Release	AMB: 90 hours Division: 6 hours			
<b>Option 3</b>	Minister	No Press Release	AMB: 105 hours Division: 54 hours			

More  
Favourable

Neutral

Less Favourable

\* Option 2 & 3 will also require Minister Office resourcing

Each option has been assessed based on four key criteria:

- **RPD Resourcing** – the degree to which RPD resourcing is required to manage the 2021 deliverables.
- **Alignment with 2020 Practices and MUNI** – the degree to which the option aligns with RPD's GIL payment process in 2020 and the consistency with MUNI's approach to communicating with local governments.
- **Local Government Partnership with RPD** – the degree to which the process enables RPD team to develop direct partnerships with the municipalities.
- **Minister 'Announceable' Opportunity** – the level of formal communications with direct public announcements.

### RECOMMENDATION: Option 2

It is recommended that notification to municipalities for the 2021 GIL payment process follow similar practice as was followed in 2020, which is consistent with the Ministry of Municipal Affairs (MUNI). Sending the notifications at the ADM level supports improvements to our process and creates greater efficiencies. RPD staff will be able to connect more efficiently with municipalities at the staff level within government. This option also recommends a press release providing a direct public announcement, but also attempts to balance the RPD resourcing requirements during a significantly busy time for the team.

For reference, see Appendix 1 – RPD 2020 Notification Letter template. The intent is to use a similar format for the 2021 notifications.

(please circle)  
**APPROVED**

NOT APPROVED

OPTION 2



**Shauna Brouwer**  
Deputy Minister

October 15, 2021

Date

Attachment(s): Appendix 1 – RPD 2020 Notification Letter  
Contact: Stef Jones, 778-584-1676



November 13, 2020

Ref: 114007

His/Her Worship XXXXX  
Mayor and Council, City of XXXXX  
Street Address  
City, BC V8L XXX  
Via Email: XXXXXX

Dear Mayor XXXX and Council,

I am pleased to advise you that the Province is in the process of issuing your municipality's 2020 grant-in-lieu of property tax payment by electronic funds transfer. These funds are planned to be transferred to you around November 13, 2020.

Based on the property identified in the attached Grant Payment Details Report, your payment for 2020 is \$XXXXXX. This payment is for provincially owned properties in your community and is made in accordance with the *Municipal Aid Act*. If your payment has changed from last year, it is likely due to a revised valuation by the BC Assessment Authority, a change in the property tax rates, or through changes in responsibility for real property.

Included in this payment is \$XXXXXX, due to your Regional District. This amount is to be transferred to them at your earliest convenience.

If you have any questions or concerns, please contact the Real Property Division at [RPDPropertyTax@gov.bc.ca](mailto:RPDPropertyTax@gov.bc.ca).

Sincerely,

Sunny Dhaliwal  
Assistant Deputy Minister

Attachment: Grant Payment Details Report

pc: XXXXX, Chief Financial Officer, City of XXXXX  
Via Email: XXXXXX  
XXXXX, Chief Administrative Officer, City of XXXXX  
Via Email: XXXXXX  
XXXXX, Chief Operational Officer, City of XXXXX  
Via Email: XXXXXX

## DECISION NOTE

### Advice to Minister Lisa Beare

**Date:** November 1, 2021

**CLIFF#:** 116108

**ISSUE:** Robson Square Ice Rink – Reopen December 2021

#### BACKGROUND:

In November 2020, the Province of British Columbia decided not to re-open Robson Square ice rink due to COVID-19 and the restrictions on gatherings ordered by the provincial health officer. It has remained closed to ice skating and other events ever since.

#### DISCUSSION:

On Tuesday, October 19, 2021, the British Columbia Provincial Health Officer (PHO) announced Monday October 25, 2021 as the date to remove capacity restrictions for *indoor* events where the BC Vaccine Card is in place and proof of vaccination status is checked.

The Robson Square ice rink is an *outdoor* venue in the City of Vancouver making it an even lower risk for spreading COVID than indoor rinks. City of Vancouver rinks are open for public skating sessions and skating lessons and only require masks, the British Columbia Vaccine Card, and government-issued photo identification. Skaters may drop in on a first-come first-served basis.

#### OPTIONS:

**Option 1:** Real Property Division (RPD) recommends that the Robson Square ice rink be reopened in December 2021. This would be in line with all the ice rinks in Vancouver. RPD will work with the rink management company to put in place COVID protocols consistent PHO direction. Also, RPD will ensure that those protocols are updated as directed by the PHO.

s.13


#### RECOMMENDATION: Option 1

(please circle)

**APPROVED**

**NOT APPROVED**

**OPTION 1**

  
\_\_\_\_\_  
**Lisa Beare**  
**Minister**

November 4, 2021

\_\_\_\_\_  
**Date**

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



## INFORMATION NOTE

### Advice to Minister Beare

**Date:** October 25, 2021

**CLIFF#:** 115758

#### **ISSUE: Grants-In-Lieu Program Overview**

#### **BACKGROUND:**

##### **Municipality Support**

One of the annual programs Ministry of Citizens' Services (CITZ) supports is the payment of Grants to local governments, also known as the Grants-in-Lieu program. In 2021, the Ministry of Citizens' Services processed more than \$17 million in grants to 55 local governments. The local governments use these grants to fund and maintain priority public services and local infrastructure projects, or wherever their financial need is. Grants are distributed every November and reimburse municipalities for services they provide to government properties, such as municipally run sewers, roads and fire protection.

##### **Grants-in-Lieu of Property Tax**

The provincial and federal governments are exempt from property tax on owned properties, under section 125 of the *Constitution Act*. However, the *Municipal Aid Act* prescribes for the Provincial government to pay annual Grants-in-Lieu of property taxes to the local governments. The grant-in-lieu of taxes rate is determined under the *Municipal Aid Act* for the B.C. government and the *Payment in Lieu of Taxes Act* for the federal government. Grants are payable on land and improvements owned by the provincial government such as courthouses, provincial government office buildings and warehouses. Schools and hospitals are exempt from paying municipal property taxes and are not part of the Grants-in-Lieu program. Other provincial assets such as highways, forests, parks or land under the control, management or administration of a Crown corporation are also excluded from the Act.

##### **School Taxes**

School taxes are not paid to Municipalities through the Grants-in-Lieu program directly. Instead, since 2007-08, CITZ pays the school taxes to the Ministry of Finance as part of our annual tax payment process. This saves the Municipalities the process of remitting the payment back to the Province. In addition to CITZ's Grant-in-Lieu payment, CITZ's 2021 school tax payment is anticipated to be over \$7 million.

##### **Municipality Payments**

Since 2002, the Government of British Columbia has distributed more than \$288 million in Grants-in-Lieu to B.C. communities. A portion of the funds is paid by each community to its regional district, and both levels of local government use grants to help pay for local services.

CITZ calculates amounts payable based on assessed property values by applying local government rates against these values, including the application of any exemptions. Any changes are typically due to changes in inventory (i.e., buy or selling buildings), assessed value, or local government rates. Grants are processed to Municipalities through electronic funds transfers. CITZ sends individualized emails on the Grants-in-Lieu payments directly to recipient municipalities.

##### **Municipality Enquiries**

Municipalities have been known to raise questions relating to the benefits or drawbacks to Grants-in-Lieu payments versus property tax payments. Typically, these questions are raised at the

UBCM conferences through a resolution. These types of queries are a fundamental policy question, which is under the jurisdiction of Municipal Affairs. CITZ is simply one ministry that complies with the Municipal Aid Act.

**SUMMARY:**

The Ministry of Citizens' Services calculates and distributes the Grants-in-Lieu payments in accordance with the *Municipal Aid Act* on an annual basis. This program assists local governments throughout B.C. to help pay for vital public services and local infrastructure projects like sewers, roads and fire protection.

Attachment(s): None

Contact: Stefanie Jones, Real Property Division, 778-584-1676

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s.12 ; s.13

## INFORMATION NOTE

### Advice to Minister Beare

**Date:** October 5, 2021

**CLIFF#:** 115901

**ISSUE: Transaction volumes for BC Services Card Activations and Overtime Hours**

**BACKGROUND:**

Service BC provides a verification service allowing BC Services Card holders to link their cards to a digital application (BC Services Card app) to create a digital identification credential for access to health records through the Ministry of Health's digital Health Gateway.

When a cardholder wants to link their account, they must go through a verification process, which requires a Service BC employee to verify the identity of the cardholder and approve the registration. This is primarily completed digitally via a web interface, with cardholders uploading a video clip so the reviewer can compare it to the BC Services Card photo on file. However, verification can also be completed in person at a Service BC Centre, or via a video clip sent via email/text messages sent to Service BC.

In August 2021, the Province announced a new vaccine registration card program to be primarily distributed via digital methods, using the existing authentication system, and has caused a large spike in verification volumes.

The announcement and short projected timelines for implementation of the vaccine registration program accelerated rapid adoption of the BC Services Card app and Health Gateway systems.

**DISCUSSION:**

The increased demand for BC Services Card activations has created a 1,411 percent increase in activation workload for Service BC employees. The numbers below illustrate the year-over-year increase in demand:

	Total Activations	Total Video Call Activations	Total Send Video Activations	Total In-Person Activations
September 2021	405, 232	15,337	383,892	6,003
September 2020	26,545	11,185	14,704	656

While requests for a video call remained reasonably steady, the demand for video clip and in person verification grew exponentially. This can be explained by the relative ease of sending a video clip or going to a Service BC Centre in person, versus scheduling a video call.

Due to the requirement to individually verify these requests, there was a rapid expansion of overtime hours and re-allocation of staffing resources required. Over 3,500 hours of overtime was logged in 2021 just to verify applications. This can be attributed to employees verifying activations in addition to their current job duties, which have not seen a significant reduction during the last eighteen months of the pandemic.

The impact on Service BC Centre employees is illustrated below. (Numbers represent the first three weeks of September 2021. Note: the number of requests differs from activations as not all requests end in an activation).

<b>Service</b>	<b>2020</b>	<b>2021</b>	<b>Increase</b>
Send by Video (BCSC Activation requests)	16,076	394,240	2,352.35%
Printed Vaccination Registrations	-	31,456	
All other transactions (Includes in-person visits)	145,278	170,496	17.36%
<b>Total Transactions</b>	<b>161,354</b>	<b>596,192</b>	<b>269.49%</b>
Overtime Hours		<b>3,500+</b>	

#### **NEXT STEPS:**

Service BC continues to monitor the volume of activations. Although it is expected the ongoing numbers will decrease as most vaccinated residents get their BC Services Cards activated, it is likely higher volumes will continue through the rest of 2021.

Changes to vaccine mandates and government policy may also impact the ongoing adoption of the vaccine registration program, intensifying or reducing overall demand.

In partnership with Health, Service BC is working to increase resources to support the verification process, to manage workload for current employees and streamline the process for British Columbians.

Attachment: September 2021 at a Glance - Service BC  
Contact: Jon Burbee, (250) 213-7439

## INFORMATION NOTE

### Advice to Minister Beare

**DATE:** November 16, 2021

**CLIFF#:** 116232

**ISSUE:** Order in Council to support amendments to the Personal Property Security Regulation and Miscellaneous Registrations Regulation

#### BACKGROUND:

- BC Registries and Online Services' (Registries) is undertaking a large modernization initiative and replacing several legacy applications.
- The existing Personal Property Registry is a legacy (mainframe) application that has been relied on for electronic registration of interests in personal property (such as cars, boats and other non-land assets) and is scheduled to be replaced.
- A new Personal Property Registry is targeted for public launch on January 25, 2022.
- Amendments are required to the Personal Property and Security Regulations and the Miscellaneous Registrations Regulation.
- An Order in Council (OIC) amending the respective regulations is required to remove overly prescriptive details from the regulations that set out the requirements for entering a registration.

#### DISCUSSION:

- The Ministry of Finance (FIN) is responsible for several Registries' corporate statutes, including the *Personal Property Security Act* and the *Miscellaneous Registrations Act*.
- Registries is responsible for the establishment and operation of the Personal Property Registry.
- At Registry's request, FIN is submitting an OIC to amend the respective regulations to support the modernization initiative by removing overly prescriptive details from the current regulations.
- The Personal Property Registry gives creditors and lien holders (such as banks and car dealers) greater security in enforcing their right to an asset and payment for loans on non-land assets. The BC Government also leverages the Registry to register tax liens and other claims to establish a secured creditor position under federal bankruptcy legislation if a debtor becomes bankrupt.
- This proposed OIC amends the Personal Property Security Regulation and the Miscellaneous Registrations Regulation to remove overly prescriptive registration requirements that are a barrier to the development and launch of a new, modern Personal Property Registry including:
  - abbreviations for countries and US states;
  - permitted and prohibited punctuation and symbols;
  - the maximum number of characters in a field;

- required use of technical terms to identify data to be amended; and
  - a prescribed form mandatory for applications to the Registrar for a code to identify a registering party or a secured party.
- The OIC will become effective on January 25, 2022, the date of the public launch of the new, modern Personal Property Registry.
- Registry users have been fully involved in the development of the new Personal Property Registry. Enthusiastic support has been expressed for the modern, streamlined functionality to be offered by the new Registry, which is more user-friendly and designed to reduce errors in entering registrations.

**NEXT STEPS:**

- The OIC is scheduled to obtain FIN Deputy Minister (Heather Wood) and FIN Minister (Honourable Selina Robinson) approval in November 2021.
- The OIC is scheduled to be submitted to Cabinet for consideration at the December 8, 2021 Cabinet meeting.
- The OIC will become effective on January 25, 2022, the date of the public launch of the new, modern Personal Property Registry.
- Registries will continue to engage with interested users in monthly information sessions and/or sessions for high-volume users located within and outside of BC to ensure we build a user base that understands and can seamlessly interact Registry functions.

Contact: Carol Prest, Registrar and Executive Director, BC Registries and Online Services  
Phone: 778-698-1401

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Withheld pursuant to/removed as

s.12 ; s.13



## INFORMATION NOTE

### Advice to Deputy Minister

**DATE:** November 8, 2021

**CLIFF#:** 116156

**ISSUE:** Order in Council to support amendments to the Personal Property Security Regulation and Miscellaneous Registrations Regulation

#### BACKGROUND:

- BC Registries and Online Services' (Registries) is undertaking a large modernization initiative and replacing several legacy applications.
- The existing Personal Property Registry is a legacy (mainframe) application that has been relied on for electronic registration of interests in personal property (such as cars, boats and other non-land assets) and is scheduled to be replaced.
- A new Personal Property Registry is targeted for public launch on January 25, 2022.
- Amendments are required to the Personal Property and Security Regulations and the Miscellaneous Registrations Regulation.
- An Order in Council (OIC) amending the respective regulations is required to remove overly prescriptive details from the regulations that set out the requirements for entering a registration.

#### DISCUSSION:

- The Ministry of Finance (FIN) is responsible for several Registries' corporate statutes, including the *Personal Property Security Act* and the *Miscellaneous Registrations Act*.
- Registries is responsible for the establishment and operation of the Personal Property Registry and the Miscellaneous Registrations Registry.
- At Registry's request, FIN is submitting an OIC to amend the respective regulations to support the modernization initiative by removing overly prescriptive details from the current regulations.
- The Personal Property Registry gives creditors and lien holders (such as banks and car dealers) greater security in enforcing their right to an asset and payment for loans on non-land assets. The BC Government also leverages the Registry to register tax liens and other claims to establish a secured creditor position under federal bankruptcy legislation if a debtor becomes bankrupt.
- This proposed OIC amends the Personal Property Security Regulation and the Miscellaneous Registrations Regulation to remove overly prescriptive registration requirements that are a barrier to the development and launch of a new, modern Personal Property Registry including:
  - abbreviations for countries and US states,
  - permitted and prohibited punctuation and symbols,
  - the maximum number of characters in a field,

- required use of technical terms to identify data to be amended, and
  - a prescribed form mandatory for applications to the Registrar for a code to identify a registering party or a secured party.
- The OIC will become effective on January 25, 2022, the date of the public launch of the new, modern Personal Property Registry.
- Registry users have been fully involved in the development of the new Personal Property Registry. Enthusiastic support has been expressed for the modern, streamlined functionality to be offered by the new Registry, which is more user-friendly and designed to reduce errors in entering registrations.

**NEXT STEPS:**

- The OIC is scheduled to obtain FIN Deputy Minister (Heather Wood) and FIN Minister (Honourable Selina Robinson) approval in November 2021.
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- Registries will continue to engage with interested users in monthly information sessions and/or sessions for high-volume users located within and outside of BC to ensure we build a user base that understands and can seamlessly interact Registry functions.

Contact: Carol Prest, Registrar and Executive Director, BC Registries and Online Services  
Phone: 778-698-1401