

MINISTRY OF EDUCATION  
DECISION BRIEFING NOTE

**DATE:** July 22, 2021  
**CLIFF:** 249034

**PREPARED FOR:** Scott MacDonald, Deputy Minister – **FOR DECISION**

**SUBJECT:** E-Assessment Coordinator Contract

**PURPOSE:** To Direct Award the E-Assessment Coordinator Contract

**BACKGROUND:**

- The province has used an electronic marking system for 18 years.
- In that time, the demand for technical expertise has increased to support in person and virtual marking.
- The Ministry has always valued the input of field expertise and engaged with teachers to create ownership and increase assessment literacy.
- The E-Assessment Coordinator role was created to ensure consistent service to markers and streamline Ministry processes.
- The E-Assessment Coordinator role has been filled by a teacher expert, Kathy Keyworth, for the past 3 years with a formal contract.
- This current contract will be expiring on August 31, 2021 but the services are still required.

**DISCUSSION:**

The E-Assessment Coordinator must have the following qualifications:

- B.C. Certified Teacher who has successfully completed the Provincial Assessment Credentialing Workshop (approx. 700 successful candidates in the province).
- 5+ years' experience working as a provincial assessment marker and leader (approx. 50 successful candidates in the province).
- Expert knowledge of the provincial assessment marking process, the existing e-marking platform, and the new e-marking platform (approximately  $\frac{s.2}{2}$  candidates in the province).
- Able to work evenings and weekends and remain on-call during marking weekends and credentialing sessions.

Given the very small pool of qualified candidates to whom this applies, a Notice of Intent has not been deemed necessary. The small group of educators who are currently engaged in similar provincial assessment roles who may be likely candidates would be inhibited by existing contracts from pursuing this additional position.

There are  $\frac{s.2}{2}$  people with the expertise required to do this work (including Kathy Keyworth).  $\frac{s.22}{2}$  of them are actively involved in provincial assessment marking and are contracted for marking work; the E-assessment Coordinator contract would conflict with their existing marking commitments and therefore the other  $\frac{s.22}{2}$  candidates would be unlikely to choose to forgo marking contracts to compete/accept the E-Coordinator Contract. Pay rates for both marking

and E-Coordinator work are similar. Discussions with the s.22 people indicated a lack of willingness and desire to become the E-assessment Coordinator.

As a result, the program area would like to direct award the E-assessment coordinator contract to Kathy Keyworth as the only qualified person available to provide the services. A three-year agreement will provide stability for the program area during a time of transition to the new Eassessment provider while a one-year agreement will enable any potential candidates considering shifting roles to do so more immediately in future years.

The Ministry has engaged with Kathy Keyworth through the procurement and implementation phases of Vretta, our new e-assessment provider, using her expertise from this transition. Other potential applicants (not more than s.1 have not been engaged from that perspective. If Kathy were not the successful applicant, the Ministry and Vretta would have to train the new person on the new system and there is not capacity to do so within the teams due to competing priorities. This could potentially lead to delay in marking the release of final results to students with further potential negative impacts on student graduation in January.

#### **OPTIONS:**

**Option 1:** Direct award for one year with the option to extend for additional years  
Pros:

- Gives Ministry flexibility to decide if level of service should be used and maintained during and following transition to new e-assessment provider.
- Lower cost than a permanent government employee (see Financial Implications below).
- Historical knowledge of previous e-assessment system will be utilized as the Ministry builds a new e-assessment system with a new provider.
- Discussions with other qualified individuals have shown that there is no willingness and desire to provide these services at this time, but this provides the ministry with flexibility to respond should interests shift over the coming year or to extend the existing contract if not.

Cons:

- One year contract poses risk to continuity of service and expertise.

**FINANCIAL IMPLICATIONS:**

Costs for all three options to be managed within EPD's operational budget.

<b>Fiscal Year Budget Implications:</b>	<b>Option 1:</b> Contractor's Fees and Expenses- One Year	s.13; s.17
FY21/22 (Sept 2021 - Mar 31. 2022)	\$18,000	
FY22/23 Full Year	\$12,000	
FY 23/24 Full Year	\$0	
FY 24/25 (Apr 1 2024 - Aug 31, 2024)	\$0	
<b>Total:</b>	<b>\$30,000</b>	

\* Includes annual 2% salary increase and 9.9% TMA

**INFORMATION TECHNOLOGY AND PRIVACY IMPLICATIONS:**

The new e-assessment system has met all PIA requirements. The contractor would operate within these requirements. There would be no need for new technology.

**RECOMMENDATION:**

Option:   1  



Approved / Not Approved  
D. Scott MacDonald  
Deputy Minister of Education

September 15, 2021

Date Signed

**Program ADM/Branch:** Melanie Stewart, EPD, Curriculum and Assessment Branch

**Program Contact (for content):** Geoffrey Wiggins

**Drafter:** Nicole Arklie

**Date:** July 22, 2021

MINISTRY OF EDUCATION  
DECISION BRIEFING NOTE

**DATE:** September 8, 2021  
**CLIFF:** 249305

**PREPARED FOR:** Scott MacDonald, Deputy Minister – **FOR DECISION**

**SUBJECT:** Direct Award Contract – Graduation Requirements

**PURPOSE:** Approval to proceed with Direct Award Contract to produce recommendations on potential new provincial graduation requirements.

**BACKGROUND:**

- On November 28, 2019, B.C. became the first jurisdiction in Canada to formally adopt the internationally recognized standards of United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) through legislation with the passing of the Declaration on the Rights of Indigenous Peoples (Declaration Act).
- The Declaration Act includes the commitment to develop and release an Action Plan in consultation and collaboration with Indigenous peoples. A draft of the action plan has been released and Indigenous peoples have been invited to provide input and help shape the Province's work to advance and implement the Declaration Act over the next five years.
- The draft Action Plan includes the commitment (3.3) of *"...formally exploring how to implement a mandatory course or bundle of credits related to First Peoples as part of graduation requirements in B.C."*

**DISCUSSION:**

s.12; s.13

- Completion of this highly sensitive work requires a unique individual with a very specialized skill set.
- The Minister of Education and President of FNEC identified and agreed upon Jo-Anne Chrona, a contractor who meets the required qualifications to complete the work. The contractor is listed on the Ministry Qualified Supplier List, however, due to the total dollar amount of the contract and the highly unique qualifications required, a Direct Award contract is required to complete the work.



- Jo-Anne Chrona is an educator with over 20 years of experience teaching in the K-12 and post-secondary systems in B.C. She has also worked within the B.C. provincial government as a policy analyst and advisor. She has a Bachelor of Arts, Master of Educational Technology, a Diploma of Education in Guidance Studies, and is a B.C. certified teacher.
- Jo-Anne Chrona has been involved in areas of curriculum and resource development, including B.C.'s K-12 curriculum revisions, with a focus on languages and Indigenous education. She has also created and delivered professional development/learning to classroom teachers and school district administrators.
- Combined, Jo-Anne Chrona's education, experience, reputation, and credibility make her uniquely qualified to develop recommendations on potential new provincial graduation requirements. FNEC and Ministry staff are not aware of anyone else with similar qualifications and experience who can provide these services. As a result, a Direct Award contract with this vendor is requested.

#### **OPTIONS:**

##### **Option 1: Proceed with Direct Award Contract**

###### **Pros:**

- Aligns with key project requirements identified by the Minister of Education and FNEC.
- Continues to demonstrate commitment to work with FNEC on education-related decisions as required under the BC Tripartite Education Agreement (BCTEA).
- Supports the Minister of Education in obtaining recommendations on implementing new graduation requirements to be used in scheduled discussions with Cabinet.
- Enables work to begin without delay, demonstrating commitment and focus.

###### **Cons:**

- Costs associated with this project will be an additional pressure to the Ministry's operational budget for the current fiscal year.

##### **Option 2: s.13**

s.13

#### **FINANCIAL IMPLICATIONS:**

Contracted costs will be a maximum of \$55,000 with the contract term of August 2021 – August 2022. Estimated costs per fiscal year: Fiscal Year 21/22 = \$30,000, Fiscal year 22/23 = \$25,000

No anticipated IT system related costs for this portion of the project. s.12  
s.12

**INFORMATION TECHNOLOGY AND PRIVACY IMPLICATIONS:**

None for this portion of the project. s.12  
s.12

**LINKS TO OTHER MINISTRIES: (include only if applicable)**

AEST and MIRR – information only.

**RECOMMENDATION:**

Option: \_\_1\_\_



Approved / Not Approved  
D. Scott MacDonald  
Deputy Minister of Education

September 15, 2021

\_\_\_\_\_  
Date Signed

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**Program ADM/Branch:** Melanie Stewart, ADM, Education Programs Division

**Program Contact (for content):** Brent Munro

**Drafter:** Joanne Walsh

**Date:** Sept 8, 2021

MINISTRY OF EDUCATION  
INFORMATION BRIEFING NOTE

**DATE:** August 27, 2021  
**CLIFF:** 249601

**PREPARED FOR:** Jennifer McCrea, Assistant Deputy Minister - **FOR INFORMATION**  
**SUBJECT:** Children and Youth with Support Needs (CYSN) Service Framework  
**PURPOSE:** CYSN Framework Impacts & Implications

**BACKGROUND:**

- In Fall 2021, the Ministry of Children Family Development (MCFD) will launch a new approach to services and supports for CYSN Service Framework (Framework).
- The Framework moves towards an integrated, needs-based system allowing families to access high-quality, family-centred, culturally safe, trauma-informed, and accessible services quickly and reliably, that are close to home through family service centres (Attachment 1).
- This is a needs-based framework which will also remove the inconsistency in funding and services currently available for different diagnoses, such as Fetal Alcohol Spectrum Disorder (FASD), Autism Spectrum Disorder (ASD) or Down Syndrome.
- The new Framework responds to the Representative for Children and Youth (RCY), Indigenous leaders, researchers, and extensive engagement of families, service providers and communities calls to action to better support children and youth, and their families. It also responds to consultation with more than 1,500 Indigenous and non-Indigenous partners, families, and service providers, and specific research and engagement with 247 Indigenous families, service providers, and communities.
- MCFD has identified interconnections with the health, education, and social sector services in supporting these families in the advancement of their children's development, functional abilities, participation, and inclusion, and has been working with HLTH, EDUC and SDPR to identify the impacts and implications.

**DISCUSSION:**

- This transformation to services for CYSN includes four key approaches:
  - the creation of new family service centres in communities throughout BC simpler process for families of CYSN to access ministry services;
  - a system that provides services based on needs, not diagnosis; and
  - the provision of core services that will be consistently available in every part of the province.
- The two early implementation site locations have been identified as Kelowna and Smithers, the procurement process will begin in January 2022, for implementation in October 2022.
- The procurement process for provincial implementation is expected to start in early 2023.
- There impacts of the Framework on partnering ministries related to regulations, budgets, program/service operations at different governance authority levels (contracts, staff, service delivery), including:

- processes that support youth to transition to adult services (HLTH, EDUC, SDPR);
- potential service pressures (HLTH, EDUC, SDPR); and
- a range of inter-ministry agreements (Information Sharing, Operating Agreements, protocols, and others).
- Additional impacts to partnering ministries related to service impacts including:
  - occupational, physical and speech therapy services (HLTH, EDUC);
  - nurses providing assessment services (HLTH);
  - diagnostic/assessment and screening services (HLTH, EDUC);
  - medical equipment and benefits (HLTH, SDPR); and
  - cross-ministry impacts associated with agreements that:
    - enable and support youth transitions to adult services (SDPR, HLTH, EDUC), and
    - established price points for durable medical equipment (SDPR).
- There are implications youth transitioning to each ministries adult services, and the Cross-ministry Transition Planning Protocol for Youth with Special Needs (9 government organizations are signatories, including HLTH, EDUC, SDPR, MCFD) will require review within the context of the CYSN service transformation.

s.13

## CONCLUSION:

## NEXT STEPS

s.13

## Attachments

s.13

### 2. 249601 IBN- ADM Attachment 2- CYSN Framework and Inclusive Education Categories

**Program ADM/Branch:** Jennifer McCrea, ADM, Learning Division

**Program Contact (for content):** Jennifer Halbert, Director Inclusive Education Branch

**Drafter:** Jennifer Halbert/Krystal Dash

**Date:** August 27, 2021

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Withheld pursuant to/removed as

s.13

**MINISTRY OF EDUCATION  
INFORMATION BRIEFING NOTE**

**Attachment 2 - CYSN Service Delivery Framework - Inclusive Education Categories**

	MCFD Service Delivery Framework	Education Funding and Service Delivery Model
<b>Identification of Children</b>	<p>The model moves away from <i>medical model</i> of diagnosis as a requirement to qualify for CYSN services.</p> <p>The model will be <i>needs</i>-based and will identify and support children's needs by functional domain.</p>	<p>EDUC requires students to have a diagnosis to be identified as a CYSN.</p> <p>Parents will be expected to move between two completely different models where their pre-school child will qualify for services based on their needs, but their school age child will only qualify if they meet diagnostic criteria in one of 12 categories.</p>

s.12; s.13

<b>Service Delivery</b>	There will be one single access point for children, youth, and their families, services will be delivered through family service centres and Ministry direct services.	Services to students through the education system are provided after students have received a diagnosis and are designated in one of 12 Special Education funding categories.
<b>Eligibility for services</b>	<p>Eligibility for services is determined by a functional needs assessment, rather than by a specific medical diagnosis.</p> <p>Early Intervention includes children with needs up to and including age 8 (previously age 6)</p>	EDUC policy states that all students (regardless of a diagnosis and designation) should be supported however these services and supports come at a cost to school districts and most school districts align services and supports with EDUC 12 special education funding categories.

**MINISTRY OF EDUCATION  
INFORMATION BRIEFING NOTE**

**DATE:** September 24, 2021

**CLIFF:** 250245

**PREPARED FOR:** D. Scott MacDonald, Deputy Minister - **FOR INFORMATION**

**SUBJECT:** Disposal of the Kinsmen Park Soccer Field in School District No. 8  
(Kootenay Lake)

**PURPOSE:** Request for ministerial approval in accordance with the Disposal of  
Land or Improvements Order

**BACKGROUND:**

- The Disposal of Land or Improvements Order requires that the Minister of Education, or designate, approve the proposed disposal of any board-owned property, either through a sale, exchange, or lease of greater than 10 years.
- The Kootenay Lake Board of Education is requesting ministerial approval to dispose of the Kinsmen Park Soccer Field property located in the Town of Creston.
- A comprehensive public consultation process during the development of the 2021 Long-Range Facilities Plan supported the Board's position that this property was surplus to the current and future needs of the School District for providing educational programming in the Creston area.

**DISCUSSION:**

- The Kootenay Lake Board of Education has worked jointly with the Lower Kootenay Band (LKB) and Town of Creston, entering into a Contract of Purchase and Sale with both parties.
- Under the Contract, those two parties have agreed to subdivide the 4.71 acre / 1.91 hectare property into two fee simple land parcels.
- LKB will acquire a 2.0 ac. / 0.81 ha. "Western Parcel" and the Town will acquire a 2.71 ac. / 1.1 ha. "Eastern Parcel".
- The sale is to be completed on October 13, 2021, subject to ministerial approval having been granted to the Board of Education before September 30, 2021.
- KLB intends to initiate the process to clear any covenants that may restrict the use of the Western Parcel and transfer the property to Lower Kootenay Band Reserve Lands.
- As the disposal of this property meets the intention of CITZ's Surplus Properties Program (SPP) that public land is best be used for continued public purposes, Sunny Dhaliwal, ADM, Real Property Division, approved its exclusion from the 90-day Enhanced Referral Process.

**CONCLUSION:**

Capital Management Branch staff has reviewed the information for this property disposal and is satisfied with the content and rationale provided by the Kootenay Lake School District, and therefore recommends that ministerial approval be granted for this disposal request.

**Attachments**

1. Disposal of Land or Improvements Approval Form (for signature) and Subdivision Plan
2. Title Search Print

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**Program ADM/Branch:** Reg Bawa/Capital Management Branch

**Program Contact:** Francois Bertrand, Executive Director

**Drafter:** John Woycheshin, Regional Director

**Date:** September 22, 2021





## DISPOSAL OF LAND OR IMPROVEMENTS

The Board of Education of School District No. 8 (Kootenay Lake) is seeking to dispose of land or improvements in accordance with Section 96 (3) of the *School Act* and Section 5 of the Disposal of Land or Improvements Order (M193/08), as follows:

<input checked="" type="checkbox"/> Sale of Land or/ Improvements	<input type="checkbox"/> Conveyance	<input type="checkbox"/> Dedication
<input type="checkbox"/> Exchange	<input type="checkbox"/> Lease of Land or/ Improvements	<input type="checkbox"/> Other

### Property Description:

The Board of Education of School District No. 8 (Kootenay Lake) requests that ministerial approval be granted to dispose of the Property, in whole or in part, commonly known as the Kinsmen Park Soccer Field and located at 404 22nd Avenue South in the Town of Creston, and more particularly described as:


Parcel Identifier:  
012-131-521

Legal Description:  
LOT 7 DISTRICT LOT 891 KOOTENAY DISTRICT PLAN 5266

with boundaries approximately as shown in the attached Subdivision Plan.

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The request and supporting documentation have been reviewed and the granting of ministerial approval for the disposal of the Property is recommended.

  
\_\_\_\_\_  
ADM, Resource Management Division

Sept 27, 2021  
Date

### Approved:

  
\_\_\_\_\_  
Deputy Minister

September 27, 2021  
Date

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Ministry of  
Education

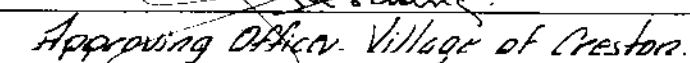
Capital Management Branch  
Resource Management Division

Mailing Address:  
PO Box 9151 Stn Prov Govt  
Victoria BC V8W 9H1

Location:  
5<sup>th</sup> Floor, 620 Superior St  
Victoria BC V8V 1V2

SCALE: 1 INCH = 100 FEET.

IMPERIAL BANK OF COMMERCE  
W. J. Paulley  
Asst. Gen. Mgr.  
Asst. Secy.



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Withheld pursuant to/removed as

s.3

**MINISTRY OF EDUCATION  
DECISION BRIEFING NOTE**

**DATE:** September 13, 2021  
**CLIFF:** 249560

**PREPARED FOR:** Scott MacDonald, Deputy Minister – **FOR DECISION**

**SUBJECT:** Governance and Analytics Division Secondment

**PURPOSE:** Seeking approval to proceed with direct Secondment to support the Governance and Analytics Division implement the Framework for Enhancing Student Learning

**BACKGROUND:**

- The need for greater accountability to improve student outcomes, is a key theme from the Funding Model Review report and has been identified as a high priority for the sector.
- British Columbia's Framework for Enhancing Student Learning (Framework) delivers on numerous recommendations in the Funding Model Review report recommendations and focuses on collectively improving student outcomes and equity of outcomes with specific focus on Indigenous students, children and youth in care and students with disabilities or diverse abilities.
- The Framework is supported by a Policy and Ministerial Order which came into effect September 1, 2020.
- Securing a qualified secondee to 1.) support and assess current School District planning practices and capacity building needs 2.) facilitate peer to peer learning and 3.) ensure alignment with Ministry policy 3.) evolve policy expectations in response to sector input will support continuous improvement and deliver on ministry accountabilities articulated in the Ministerial Order.

**DISCUSSION:**

- Due to COVID-19, Government directed a soft implementation of the Framework for the 2020/21 school year and full implementation in the 2021/22 school year.
- For the first time, during the 2021/22 school year, the following activities will take place:
  - Boards of Education will submit their Enhancing Student Learning reports and strategic plans to the Ministry of Education (by September 30).
  - Ministry staff, in partnership with sector volunteers, will evaluate school district submissions and provide feedback and recommendations for boards' consideration.
  - The Ministry will provide provincial oversight of the Framework policy through the evidence informed Framework Continuous Improvement Program. A key focus of the program is collaborating with Rightsholders and sector partners for system wide learning, building system wide capacity, publishing educational outcomes, and reviewing progress for enhancing student learning. To support this, the Ministry will build, maintain and/or deliver a(n):
    - Continuum of supports (communicate, facilitate, cooperate, direct)
    - Framework in Action Learning Series

- Sector resources (the Source, website, reporting sharepoint site)
  - District Pod structure (for feedback, networking, collaboration and learning)
  - Ongoing review of planning and reporting activities within districts
- This work requires specialized and in-depth knowledge of school district strategic planning, operations, and promising practices. An additional secondee from a senior level position in a school district will be best positioned to identify learning/skills gaps and build capacity using a continuum of supports across the province.
- The secondee will be responsible for leading the implementation of the Framework Continuous Improvement Program including:
  - a. Leading capacity building work across the education sector to improve educational outcomes and equity of outcomes through speaker series, data tools and school district resources.
  - b. Liaising between the Ministry and school districts, including direct support through the Pod structure for data sessions, strategic planning, operational planning, and Indigenous equity sessions.
  - c. Co-leading, with sector volunteers, the assessment of school district strategic plans and reports.
- The secondee's work will enhance school district accountability by increasing school district understanding of the Ministerial Order, Ministry Policy and associated requirements.
- The Ministry has identified Rhonda Ovelson, Assistant Superintendent of School District 23 (Central Okanagan) as the ideal candidate to lead this work.
- Ms. Ovelson is the only person with both the sector legitimacy and firsthand experience with the Framework to be successful in the role:

s.22

- The secondment will be up to a 9-month term starting October 1, 2021 to June 30, 2022.
- Projected cost of the secondment during the 2021/22 fiscal year (prorated) is \$112,500 (inclusive of benefits).
- Conditional on COVID-19 direction from the Provincial Health Officer, travel expenses are anticipated to be \$25,000 (prorated for 2021/22 fiscal year).
- All current fiscal-year funding for this position and related travel will be allocated through one-time temporary funding. Any costs which occur in FY2022/23 will be managed internally by GAD through FMR monies and/or reallocation of funding through the ministry audit compliance program (Appendix A) .

**OPTIONS:**

Option 1: Approve the secondment of Rhonda Ovelson

**Pros:**

- The Ministry will gain a critical resource from the sector to support implementation of a strategic ministry priority.
- Knowledge sharing will increase staff ability to better provide the sector with clear policy guidance in the future.
- Per the Discussion section, meets the Ministry secondment policy criteria for direct selection.

**Cons:**

- Use of direct award procurement process could be criticized within the sector.

Option 2: s.13

s.13

**FINANCIAL IMPLICATIONS:**

- The estimated cost of the secondee will be \$168,750; \$112,500 to be incurred in fiscal 2021/22 and \$56,250 to be incurred in FY2022/23. This estimate is based on the cost of an Assistant Superintendent salary. This estimate is subject to change when formal salary documents are received from the employing agency. Any change will be reflected in the formal secondment into government agreement.
- The estimated cost of secondee travel will be \$35,000; \$25,000 to be incurred in fiscal 2021/22 and \$10,000 to be incurred in FY2022/23.
- The current fiscal-year costs of the secondee and associated travel will be funded through the one-time Framework funding envelope of \$475,000 previously approved by Executive. Any costs which occur in FY2022/23 will be managed internally by GAD through FMR monies and/or reallocation of funding through the ministry audit compliance program (Appendix A).

**RECOMMENDATION:**

Option:   1  

Appendix 1 – Breakdown of One-Time Funding Allocation



Approved / Not Approved

D. Scott MacDonald

Deputy Minister of Education

September 16, 2021

\_\_\_\_\_  
Date Signed

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**Program ADM/Branch:** Keith Godin, Sector Performance Branch

**Program Contact (for content):** Marnie Mayhew, Executive Director, Sector Performance Branch

**Drafter:** Julia Lloyd, Policy Analyst/Project Manager, Framework for Enhancing Student Learning

## APPENDIX 1 – Breakdown of One-Time Funding Allocation

Item	Estimated Amount for FY2021/2022	Details
<b>Capacity building</b>		
Framework in Action Learning series (ongoing)	\$30,000	5-6 keynote speakers
<b>Strategic Plan and Report Review</b>		
Consultation/Facilitation for Strategic Plan Review	\$15,000	External Advisor: \$15,000 (Sandra Herbst)
Review of Strategic Plans and reports	\$35,900	Travel and accommodations expenses for sector volunteers & contractors
<b>Human Resources</b>		
Superintendent Seconded	\$187,600 + travel New Total is \$216,600	<ul style="list-style-type: none"> <li>Salary and Benefits <ul style="list-style-type: none"> <li>September 1- June 30<sup>th</sup> = \$268,000</li> <li>To end of fiscal = 187,600 @ 1.0 FTE (7 months)</li> </ul> </li> <li>Travel and expenses <ul style="list-style-type: none"> <li>Sept-June = 60K</li> <li>End of fiscal = 45K</li> </ul> </li> </ul>
Assistant Superintendent Seconded	\$ 112,500 + travel New Total is \$137,500	<ul style="list-style-type: none"> <li>Salary and Benefits <ul style="list-style-type: none"> <li>October 1- June 30<sup>th</sup> = \$168,750</li> <li>To end of fiscal = \$112,500 @ 1.0FTE (6 months)</li> </ul> </li> <li>Travel and expenses <ul style="list-style-type: none"> <li>Sept-June = 35K</li> <li>End of fiscal = 25K</li> </ul> </li> </ul>
1 Additional Contractor (District Support)	\$40,000	Contractor September – March (Paul Carriere) <ul style="list-style-type: none"> <li>End of fiscal = 40K including expenses</li> </ul>
<b>Total</b>	<b>\$475,000</b>	

MINISTRY OF EDUCATION  
DECISION BRIEFING NOTE

**DATE:** September 15, 2021  
**CLIFF:** 249500

**PREPARED FOR:** Honourable Jennifer Whiteside, Minister – **FOR DECISION**

**SUBJECT:** Appointments to the British Columbia Teachers' Council (BCTC)  
and the Disciplinary and Professional Conduct Board (DPCB)

**PURPOSE:** To request the Minister's decision on appointments to fill vacancies on the BCTC and DPCB.

**BACKGROUND:**

- The *Teachers Act* establishes the BCTC as a 16-member council with a mandate to:
  - set standards for the education, competence and professional conduct required of applicants and educators in BC; and
  - set standards for teacher education programs and determine if teacher education programs meet these standards.
- The BCTC has no role in professional conduct/discipline matters (this is the purview of the Commissioner for Teacher Regulation) and no operational oversight over the Teacher Certification Branch.
- The BCTC currently consists of the following members:
  - Five members elected by certificate holders of the province;
  - One non-voting member appointed by the Minister;
  - Three BCTF nominees appointed by the Minister, and
  - Seven education partner nominees appointed by the Minister.
- The seven education partners are:
  - British Columbia School Trustees Association (BCSTA);
  - British Columbia School Superintendents Association (BCSSA);
  - British Columbia Principals' and Vice Principals' Association (BCPVPA);
  - British Columbia Confederation of Parent Advisory Councils (BCCPAC);
  - First Nations Education Steering Committee (FNESC);
  - Federation of Independent School Associations (FISA); and
  - Association of British Columbia Deans of Education (ABCDE).
- The DPCB is established under the *Teachers Act* and consists of nine members appointed by the Minister from the BCTC. The DPCB consists of five education partner nominees and four members appointed by the Minister from among the members either nominated by the BCTF or elected by certificate holders of the province.
- The Commissioner for Teacher Regulation assigns DPCB members to sit on three-member panels that hear and decide conduct, competence, certification appeals and fitness matters under the *Teachers Act*.



## DISCUSSION:

- Due to recent resignations by s.22 s.22 there are two vacancies on the BCTC.
- The ABCDE and BCPVPA have each identified s.22 new nominees for the Minister's consideration.
- The recent resignations have also left two vacancies on the DPCB. To fill these vacancies, the Minister must appoint two members from the four available education partner groups.
- Names of nominees for the BCTC and DPCB are set out in Attachment 1.
- Following the Minister's decision, orders, letters and indemnity forms will be prepared for signature.



Approved/Not Approved  
Honourable Jennifer Whiteside  
Minister of Education

September 28, 2021

Date Signed

## Attachment(s):

1. 249500 DBN-MJW Attachment 1\_Names for Consideration
2. 249500 DBN-MJW Attachment 2\_Biographies of Nominees to the BCTC
3. 249500 DBN-MJW Attachment 3\_Biographies of Individuals Available for DPCB Appointment.
4. 249500 DBN-MJW Attachment 4\_Current BCTC Roster

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**Program ADM/Branch:** Keith Godin / Governance and Analytics, Legislation, Policy and Governance Branch  
**Program Contact (for content):** Dave Duerksen / Executive Director / 778.974.3460  
**Drafter:** Tracie Carlson / Legislation and Appointments Coordinator / 250.415.3925  
**Date:** August 26, 2021

**BCTC**

- Two total vacancies – one vacancy from each the ABCDE and BCPVPA.
- The appointment term will be for a term ending April 23, 2024.
- Please see Attachment #2 for biographies of nominees.
- EDUC staff recommendations can be found below the table.

<b>BCTF and Partner Group(s)</b>	<b>Nominees</b>	<b>Minister's decision – <i>please highlight, circle or type in name of selection(s).</i></b>
ABCDE – please select one name	Dr. Vandy Britton s.22	
BCPVPA – please select one name	Michelle LaBounty Huskilson (Michelle LaBounty) s.22	

**Ministry Staff (BCTC Secretariate) Recommendations: (in order of preference)**

ABCDE Nominees:  
s.13; s.22

BCPVPA Nominees:  
s.13; s.22

## **DPCB**

- Two total vacancies. Appointees to be selected from available BCTC partner group members.
- The term of an appointment to the DPCB is concurrent with the member's appointment to the BCTC. A member ceases to be a DPCB member if they are no longer appointed to the BCTC.
- The appointees can be made from available current BCTC partner group members or members to be appointed as indicated in the above table. Eligible individuals are listed in the tables on the following page.
- Please see Attachment #3 for biographies of individuals available for appointment to the DPCB.
- EDUC staff recommendations can be found below the table.

DPCB – two vacancies for appointment from the four available education partner groups

<b>Partner Group</b>	<b>Nominees</b>	<b>Minister's decision – <i>please highlight, circle or type in name of two individuals.</i></b>
BCCPAC*	Terry Berting	Two approved nominees for appointment are:
BCPVPA** (pending Minister's decision to appoint to the BCTC)	Michelle LaBounty Huskilson (Michelle LaBounty) s.22	
ABCDE** (pending Minister's decision to appoint to the BCTC)	Dr. Vandy Britton s.22	
BCSSA***	Beverly (Bev) Young	

\* If selected, the appointment will for a term ending April 23, 2022.

\*\*If the Minister approves, the appointment will be for a term ending April 23, 2024.

\*\*\*If selected, the appointment term will be for a term ending April 23, 2024.

## **Ministry Staff (Professional Conduct Unit) Recommendations: (in order of preference)**

s.13

## **Biographies of nominees to the BCTC**

### **Association of British Columbia Deans of Education**

**Dr. Vandy Britton** – Dr. Britton is an Associate Professor and the Department Head in Teacher Education at the University of the Fraser Valley. Prior to moving to UFV, she worked in the Faculty of Education at SFU for eight years. Dr. Britton teaches across a wide variety of subjects and disciplines in the post-degree Bachelor of Education at UFV (including Diversity Education, Language Arts Education, Arts-based Education, Indigenous Education, and Reflective Practice), and she has extensive experience in K-12 schools in BC as a classroom teacher (teaching high school English, Dance, Drama, and ESL). She also taught overseas in Japan for two years. Dr. Britton's scholarship and research interests include teacher education, arts-based inquiry, social justice/anti-racist education, culturally-responsive pedagogy, and teacher leadership.

s.22

s.22

**Michelle LaBounty Huskison (Michelle LaBounty)** – Ms. LaBounty is an elementary principal in the West Vancouver School District. She has been a Kindergarten to Grade Seven teacher and has taught all subjects within the curriculum including band, STEM, and musical theatre. Michelle's passion for capacity building in others has led her staff members to be teacher leaders and facilitators at professional development events and to successfully pursue positions in administration. Michelle holds a Diploma in Piano Performance from the Royal Conservatory of Music, a Bachelor's Degree in Science (Cell Biology and Genetics) from the University of British Columbia, a Bachelor's Degree in Education (Specialization in Elementary French) from the University of British Columbia, and a Masters of Arts Degree (Educational Leadership and Administration) from San Diego State University.<sup>s.22</sup>

s.22

s.22

## **Biographies of BCTC Members Available for Appointment to the DPCB**

*Please refer to Attachment #2 – Biographies of Nominees to the BCTC for the BCPVPA and*

<b>DPCB – two vacancies available for appointment from the four available partner groups</b>	
<b>ABCDE</b> <ul style="list-style-type: none"><li>One of the s.22 individuals below will be eligible for appointment to the DPCB and will depend on the Minister's decision to appoint one of these BCPVPA nominees to the BCTC:</li></ul> <b>Dr. Vandy Britton</b> s.22	
<b>BCCPAC</b> <b>Terence (Terry) Berting</b> (current appointment term: April 23, 2019 to April 23, 2022) Terry Berting is currently a Surveyor for a private company in Burnaby. Mr. Berting has been a parent leader and education advocate at the School, District and Provincial levels for over 15 years. He is a past President (2012-2014) and Life Member of the BC Confederation of Parent Advisory Councils (BCCPAC) during which time he served on numerous committees such as ERASE Bullying, the Aboriginal Education Partners Group, the Healthy Schools Committee and Curriculum Review. Mr. Berting holds his Bachelor of Arts in Canadian Studies from Simon Fraser University and a Diploma in Land Surveying from BCIT.	
<b>BCPVPA</b> <ul style="list-style-type: none"><li>One of the s.22 individuals below will be eligible for appointment to the DPCB and will depend on the Minister's decision to appoint one of these BCPVPA nominees to the BCTC:</li></ul> <b>Michelle LaBounty Huskilson (Michelle LaBounty)</b> s.22	
<b>BCSSA</b> <b>Beverley (Bev) Young</b> (current appointment term: April 23, 2021 to April 23, 2024) Bev Young has been in education for almost 35 years. She began her teaching and administrative career in northern BC in the communities of Smithers, Telkwa, and Houston. She was a vice-principal and principal primarily at the secondary level and became Assistant Superintendent in the fall of 2007. In January of 2008, Bev was appointed to the position of Superintendent of Schools for School District No. 54 (Bulkley Valley). In 2011, Bev moved to the south Okanagan as Superintendent of Schools for School District No 53 (Okanagan-Similkameen). Bev is one of the longest standing superintendents in the province with almost 13 years of experience in that role. Ms. Young holds a B.A. in Education from the University of Victoria, and M.A. in Education from the University of British Columbia.	

ABCDE.

MINISTRY OF EDUCATION  
INFORMATION BRIEFING NOTE

**DATE:** September 23, 2021  
**CLIFF:** 249991

**PREPARED FOR:** Honourable Jennifer Whiteside, Minister – **FOR INFORMATION**

**SUBJECT:** Appointments to the British Columbia Teachers' Council (BCTC) and the Disciplinary and Conduct Review Board (DPCB).

**PURPOSE:** To request the Minister's signature for a Ministerial Order and letters regarding appointments to the BCTC and DPCB.

**BACKGROUND:**

- The recent resignations<sup>s.22</sup>  
s.22  
s.22  
s.22 created two vacancies on the BCTC. These members were also appointed to the DPCB, creating an additional two vacancies.
- On September 28, 2021, the Minister selected individuals to fill the vacancies left as a result of recent resignations (DBN 249500).

**DISCUSSION:**

- In accordance with the Minister's direction, ministry staff have prepared a Ministerial Order appointing Dr. Vandy Corrinne Britton and Michelle Anne Clarice LaBounty Huskilson to the BCTC and Dr. Vandy Corrinne Britton and Terence Charles Thomas Berting to the DPCB.
- Also attached are congratulatory letters to the appointed individuals and thank you letters to those who agreed to be considered but were not appointed.
- Each congratulatory letter encloses an indemnity form and oath of office for the new BCTC member's signature. Under s. 11 of the *Teachers Act*, the oath of office must be taken within 45 days of the effective date of the appointment (otherwise the office becomes vacant).

**CONCLUSION:**

One order and<sup>s.22</sup> letters are attached for the Minister's review and signature and Indemnity Forms are attached for the Deputy Minister's review and signature.

Attachment(s):

1. 249991 Ministerial Order (*attached below*)
2. 250113 Letters to Britton, Labounty Huskilson, Berting,<sup>s.22</sup>  
(for Minister's signature)
3. 250113 Indemnity forms (*for Deputy Minister's signature – with witness*)

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**Program ADM/Branch:** Keith Godin / Governance and Analytics, Legislation, Policy and Governance Branch  
**Program Contact (for content):** Dave Duerksen / Executive Director / 778.974.3460  
**Drafter:** Tracie Carlson / Legislation and Appointments Coordinator / 250.415.3925  
**Date:** September 23, 2021



**MINISTRY OF EDUCATION  
INFORMATION BRIEFING NOTE**

**PROVINCE OF BRITISH COLUMBIA**

*Ministerial Order No.*

**ORDER OF THE MINISTER OF EDUCATION**

I, Jennifer Whiteside, Minister of Education, order that:

1. Vandy Corrinne Britton and Michelle Anne Clarice LaBounty Huskilson are appointed to the British Columbia Teachers' Council, each for a term ending April 23, 2024.
2. Vandy Corrinne Britton is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2024.
3. Terence Charles Thomas Berting is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2022.
4. The individuals appointed under section 1 shall receive
  - a. remuneration as set out in paragraph 5.13, and
  - b. reimbursement for expensesas Level 2 appointees under Treasury Board Directive 2/20.
5. The individuals appointed under sections 2 and 3 shall receive
  - a. receive remuneration at the Group 1 level, and
  - b. be reimbursed for expensesas set out in paragraph 6 of Treasury Board Directive 1/20.

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Date

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Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: Teachers Act, SBC 2011, c. 19, s. 9, 26 and 29(4)

Other (specify): \_\_\_\_\_

Page 044 of 113 to/à Page 047 of 113

Withheld pursuant to/removed as

s.22



October 1, 2021

Ref: 250113

Terrence (Terry) Berting  
**Email:** s.22

Dear Mr. Berting:

I am pleased to advise you that pursuant to section 26 of the *Teachers Act*, you have been appointed to the Disciplinary and Professional Conduct Board (DPCB) for a term ending April 23, 2024.

Attached please find an indemnity form. Please fill it out and return it to the Ministry of Education by email to [Jayme.L'Hirondelle@gov.bc.ca](mailto:Jayme.L'Hirondelle@gov.bc.ca) or mail to:

Ministry of Education  
400-2025 West Broadway  
Vancouver BC V6J 1Z6

Also enclosed is a copy of Treasury Board Directive 1/20, Remuneration Guidelines for Appointees to Administrative Tribunals, which sets out the rates of remuneration for your work on the DPCB. Please see sections 6.3 and 6.8 for more details on the remuneration and reimbursement of expenses for members of the DPCB. The DPCB is considered a Group 1 tribunal.

If you require further information please contact Sarvi Brent, Director of Operations, Professional Conduct Unit by phone at (604) 240-6883 or by email at [Sarvi.Brent@gov.bc.ca](mailto:Sarvi.Brent@gov.bc.ca).

Congratulations on your appointment and thank you for your willingness to serve on the DPCB.

Sincerely,

Jennifer Whiteside  
Minister

Attachments: 1. Appointment order  
2. Indemnity form  
3. Treasury Board Directive 1/20

.../2

pc: Andrea Sinclair, President, BCCPAC  
Sarvi Brent, Director of Operations, Professional Conduct Unit, Ministry of Education  
Jayme L'Hirondelle, Program Coordinator, Professional Conduct Unit, Ministry of Education  
Lianna Olson, Director, Crown Agency and Board Resourcing Office, Ministry of Finance  
Tracie Carlson, Legislation and Appointments Coordinator, Ministry of Education  
Kim Dionne, Administrative Assistant, Professional Excellence Unit, Ministry of Education

**PROVINCE OF BRITISH COLUMBIA**

Ministerial Order No. M370

**ORDER OF THE MINISTER OF EDUCATION**

I, Jennifer Whiteside, Minister of Education, order that:

1. Vandy Corrinne Britton and Michelle Anne Clarice LaBounty Huskilson are appointed to the British Columbia Teachers' Council, each for a term ending April 23, 2024.
2. Vandy Corrinne Britton is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2024.
3. Terence Charles Thomas Berting is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2022.
4. The individuals appointed under section 1 shall receive
  - a. remuneration as set out in paragraph 5.13, and
  - b. reimbursement for expensesas Level 2 appointees under Treasury Board Directive 2/20.
5. The individuals appointed under sections 2 and 3 shall receive
  - a. receive remuneration at the Group 1 level, and
  - b. be reimbursed for expensesas set out in paragraph 6 of Treasury Board Directive 1/20.

October 1, 2021

Date



Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: Teachers Act, SBC 2011, c. 19, s. 9, 26 and 29(4)

Other (specify): \_\_\_\_\_



**GOVERNMENT APPOINTEES TO AGENCIES,  
BOARDS AND COMMISSIONS INDEMNITY**

Her Majesty the Queen in Right of the Province of British Columbia (the "Province") has agreed to grant this Indemnity on the terms and conditions hereinafter set forth to Terence (Terry) Charles Thomas Berting (the "Appointee")

who has been appointed to Disciplinary and Professional Conduct Board (the "Entity") .  
(NAME OF ENTITY)

1. Notwithstanding the actual date of execution and delivery of this Indemnity, the term of this Indemnity will be conclusively deemed to commence on the day upon which the appointment first became effective and will end on the effective date of termination of the appointment, provided however, this Indemnity will remain in full force and effect in respect of all acts or omissions covered hereunder occurring during the term.
2. Subject to sections 3, 4, and 6 of this Indemnity, the Province will indemnify and save harmless the Appointee from and against any and all claims, liabilities, losses, damages, costs, charges and expenses which the Appointee may sustain, incur or be liable for in carrying out the duties as Appointee to the Entity.
3. The Province will not be obligated to indemnify or save harmless the Appointee from and against any claim, liability, loss, damage, cost, charge, or expense arising out of any act, error or omission of the Appointee that results from the Appointee failing to act honestly or in good faith or in the best interests of the Entity, or that arises out of any act, error or omission outside the course of the Appointee's duties, or for any fine or penalty imposed on the Appointee by law, or arising out of a dishonest, fraudulent, criminal or malicious act.
4. The Province will not be obligated to indemnify or save harmless the Appointee in respect of any liability against which the Appointee is entitled to be indemnified pursuant to any valid and collectible policy of insurance. Where a partial indemnity is provided by such insurance, the obligation of the Province will be limited to that portion of the liability for which an indemnity is not provided by such policy, subject to the conditions of this Indemnity.
5. In the event the Province indemnifies the Appointee in accordance with this Indemnity, the Province will be subrogated to all rights of the Appointee.
6. Upon the Appointee becoming aware of any pending or threatened claim, action, suit or proceeding by which the Province could become liable under this Indemnity, written notice will be given by or on behalf of the Appointee to the Province as soon as is practicable.
7. Subject to section 6 of this Indemnity, the Province will defend, at its expense, any suit, action or proceeding, against the Appointee that, if successful, would result in a liability contemplated by section 2 (except in respect of criminal proceedings or any liability for which the Appointee is entitled to be indemnified pursuant to any valid and collectible policy of insurance).
8. Any notice, statement, other document or payment that either party may be required or may desire to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally, on the date of such personal delivery or, if mailed, on the fifth business day after the mailing of the same in British Columbia by prepaid post addressed, or if sent by fax, on the day of transmission, if to the Province at:

P.O. Box 9405 Stn Prov Govt  
Victoria BC V8W 9V1

Fax Number: 250 356-6222  
Attention: Executive Director  
Risk Management Branch  
Ministry of Finance

and, if to the Appointee, at the address or fax number as shown on this Indemnity, or at such changed address/fax number as the parties will have duly notified one another.

9. This Indemnity will be construed in accordance with and be governed by the laws of the Province of British Columbia.

This indemnity is given on behalf of the Province by a duly authorized representative of Minister Jennifer Whiteside  
(LIEUTENANT GOVERNOR IN COUNCIL OR MINISTER)

the form of which has been approved by the Executive Director, Risk Management Branch, Ministry of Finance.

X *Shah Puri* X *[Signature]*  
(WITNESS SIGNATURE) (AUTHORIZED REPRESENTATIVE OF THE PROVINCE SIGNATURE)

The Appointee, Terence (Terry) Charles Thomas Berting , of s.22  
(PRINT NAME OF APPOINTEE) (ADDRESS OF APPOINTEE AND FAX NUMBER, IF ANY)

hereby agrees to the terms of this Indemnity.

The Appointee represents and warrants to the Province that, to the best of the Appointee's knowledge, there are no actions, suits or proceedings pending or threatened that could lead to a claim, liability, loss, damage, cost, charge or expense described in section 2 of this Indemnity except:  
(INSERT "NONE" OR DESCRIPTION)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_ X \_\_\_\_\_  
(WITNESS SIGNATURE) PRINT NAME AND ADDRESS (APPOINTEE SIGNATURE)

**THIS INDEMNITY CONTAINS CLAUSES THAT LIMIT COVERAGE AND REQUIRE CERTAIN PERFORMANCE BY THE APPOINTEE**

**TREASURY BOARD DIRECTIVE**

**TO ALL:** MINISTERS  
DEPUTY MINISTERS  
ASSOCIATE DEPUTY MINISTERS  
ASSISTANT DEPUTY MINISTERS, CORPORATE SERVICES  
SENIOR FINANCIAL OFFICERS

**DIRECTIVE:** 1/20

**SUBJECT:** Remuneration Guidelines for Appointees to Administrative  
Tribunals and Regulatory Boards

**AUTHORITY:** This Directive is issued pursuant to sections 4 and 27 of the  
*Financial Administration Act* and other applicable enactments

**APPLICATION:** This Directive applies to appointees to Administrative Tribunals  
and Regulatory Boards

**POLICY:** SEE APPENDIX 1

**REPEAL OF  
EXISTING POLICIES:** Treasury Board Directive 1/17

**EFFECTIVE DATE:** May 1, 2020



Honourable Carole James  
Chair, Treasury Board

April 17, 2020

Date

**TREASURY BOARD DIRECTIVE**

**APPENDIX 1**

**REMUNERATION GUIDELINES  
FOR APPOINTEES TO  
ADMINISTRATIVE TRIBUNALS  
AND REGULATORY BOARDS**



## 1. POLICY OBJECTIVES

This directive on remuneration and reimbursement of expenses for appointees to administrative tribunals and regulatory boards has the following objectives:

- Enhance the accountability, openness and transparency of the remuneration and expense system.
- Support a comprehensive framework for appropriate and consistent appointee remuneration and expense reimbursement.
- Affirm the importance and professional nature of the work appointees perform.
- Affirm the importance of attracting and retaining highly skilled and qualified individuals who reflect the diverse identities of British Columbians and the Province's commitment to gender equity and to true and lasting reconciliation with Indigenous peoples in British Columbia.
- Establish and maintain remuneration rate proportionality, where possible, between and among:
  - full-time and part-time appointees;
  - British Columbia administrative tribunals and regulatory boards; and
  - Canadian administrative tribunals and regulatory boards.

## 2. DEFINITIONS

**“administrative tribunal”** means an independent entity established by legislation to make quasi-judicial decisions or to resolve disputes that is included on the classification list of administrative tribunals maintained by the Appointee Remuneration Committee.

**“appointee”** means an individual appointed to an administrative tribunal or regulatory board by the Lieutenant Governor in Council, the minister, or another individual with delegated authority.

**“Appointee Remuneration Committee”** means the committee established by Treasury Board to administer these Remuneration Guidelines.

**“chair”** means the individual who is appointed as the chair of an administrative tribunal or regulatory board under the relevant enabling legislation and who is responsible for the management and operation of the administrative tribunal or regulatory board.

**“daily rate”** as it pertains to full-time appointees, means an annual remuneration rate divided by the number of working days in that year; the daily rate as it pertains to part-time appointees means the rates established consistent with section 6 in these Remuneration Guidelines.

**“executive chair”** means the individual who is appointed to lead a cluster of tribunals per Part 3 of the *Administrative Tribunals Act*.

**“member”** means an appointee, other than the chair or a vice chair as defined in these Remuneration Guidelines.

**“minister”** means the minister who is accountable to government for the administration of the administrative tribunal or regulatory board enabling legislation. Except for the approval of a remuneration plan (see section 4.4), the minister may delegate authority to another individual to carry out the responsibilities of the minister in these Remuneration Guidelines.

**“regulatory board”** means an independent entity with responsibilities that are regulatory in nature that is included on the classification list of regulatory boards maintained by the Appointee Remuneration Committee.

**“remuneration plan”** means a formal policy approved by the minister to guide the administration of remuneration for an administrative tribunal or regulatory board consistent with these Remuneration Guidelines.

**“tribunal”** unless specified otherwise in these Remuneration Guidelines, means both administrative tribunals and regulatory boards.

**“vice chair”** means an appointee who is designated as a vice chair by the Lieutenant Governor in Council, the minister, or another individual with delegated authority to exercise significant management or administrative responsibilities on behalf of the administrative tribunal or regulatory board.

### **3. GENERAL APPLICATION**

These Remuneration Guidelines set the maximum rates, principles, and general policies for the administration of appointee remuneration.

- 3.1 An appointee’s remuneration must not exceed the maximum rate set for the position within the classification level for their tribunal and there is no requirement that the maximum remuneration rate be paid.
- 3.2 Remuneration may be differentiated within and across tribunals to recognize varying factors, including but not limited to an appointees’ skills, experience, knowledge, and assigned responsibility.
- 3.3 Each tribunal must have an approved remuneration plan to guide the administration of remuneration consistent with these Remuneration Guidelines. A remuneration plan must be publicly available and may apply to more than one tribunal. In the event of a conflict between a tribunal’s remuneration plan and these Remuneration Guidelines, these Remuneration Guidelines prevail.

- 3.4 An appointee may not receive more than the maximum daily rate unless there are ‘extraordinary circumstances’ where a tribunal or the appointee is required to contribute time over and above the ‘ordinary’ expected commitment. No remuneration may be provided under this section unless the criteria for ‘extraordinary circumstances’ and associated approval process(es) are detailed in the tribunal’s remuneration plan or unless the minister requests and either Treasury Board or the Appointee Remuneration Committee grants a temporary exemption. The Appointee Remuneration Committee may not grant a temporary exemption that exceeds 6 months in duration.
- 3.5 If authorized through statute, the Lieutenant Governor in Council may set remuneration that differs from these Remuneration Guidelines by specifying the remuneration in the letter of appointment or appointing instrument (e.g., through Order-in-Council).
- 3.6 Permanent exemptions to these Remuneration Guidelines must be approved by Treasury Board.
- 3.7 Remuneration and reimbursement must be paid to the appointee, not to an employer, corporate entity, or an organization. An appointee is an individual who holds an “office” as defined in federal Goods and Service Tax (GST), Canada Pension Plan (CPP) and Employment Insurance (EI) legislation.
- 3.8 A government employee appointed to a tribunal in their capacity, or as part of their duties as an employee, is not entitled to be paid any additional remuneration by virtue of the appointment. The employee is entitled to be reimbursed by the ministry or tribunal for travel expenses at the rate of reimbursement to which the employee is entitled by virtue of the employee’s employment.

#### **4. TRIBUNAL REMUNERATION PLANS**

Each tribunal must have an approved remuneration plan with the following requirements and characteristics, to be reviewed and approved by the minister at least once every three years:

- 4.1 Must establish the minimum and maximum remuneration rates for the appointee positions within the classification level for the tribunal.
- 4.2 Must establish the approval processes and/or criteria for increases to appointee remuneration within the established ranges and rates.
- 4.3 Must be publicly available on the administrative tribunal, regulatory board or ministry website.

- 4.4 Must be approved by the minister and the approval of a remuneration plan may not be delegated.
- 4.5 Must provide an explanation as to the treatment of appointees, particularly those remunerated through per diems, for the purposes of Personal Income Tax withholdings, the federal Goods and Services Tax (GST), Canada Pension Plan (CPP), and *Employment Insurance Act* (EI) schemes.
- 4.6 May outline the criteria and approval process(es) to provide additional remuneration for ‘extraordinary circumstances’ where an appointee is required to contribute time over and above the ‘ordinary’ expected commitment.
- 4.7 May outline how varying levels of skills, experience and knowledge, level of responsibility, and other operational requirements factor into the remuneration rates.
- 4.8 May outline internal policies regarding the administration of remuneration for individuals appointed to multiple tribunals consistent with part 7 of these Remuneration Guidelines.
- 4.9 May document any other internal policies regarding the administration of appointee remuneration and expense reimbursement.

## **5. FULL-TIME APPOINTEES**

- 5.1 Whether appointed by the Lieutenant Governor in Council or any other authority, unless otherwise specified by that appointing authority, full-time appointees are classified as Category C under the definition of “Order in Council Appointees” in Part 1, section 3 of the British Columbia Government’s *Terms and Conditions of Employment for Excluded Employees and Appointees*.
- 5.2 Whether appointed by the Lieutenant Governor in Council or any other authority, unless otherwise specified by that appointing authority, full-time appointees are entitled to benefits as set out in part 10 of the *Terms and Conditions of Employment for Excluded Employees and Appointees*, Category C, or as otherwise specified in the tribunal’s remuneration plan.
- 5.3 Full-time appointees may, at the discretion of the chair and subject to documentation, be scheduled to serve the tribunal on a regular part-time basis. Remuneration and benefits must be prorated to the time commitment. The key distinguishing feature from “part-time” appointees under section 6.1, is that there must be a clear and predictable commitment of hours of service per pay period.

5.4 Minimum and maximum annual remuneration rates for full-time appointees:

<b>Full Time Remuneration</b>						
<b>Classification</b>	<b>Chair</b>		<b>Vice Chair</b>		<b>Member</b>	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Level 1	\$124,000	\$137,000	\$105,000	\$116,000	\$87,000	\$96,000
Level 2	\$137,000	\$147,000	\$116,000	\$125,000	\$96,000	\$103,000
Level 3	\$147,000	\$168,000	\$125,000	\$143,000	\$103,000	\$118,000
Level 4	\$168,000	\$190,000	\$143,000	\$161,000	\$118,000	\$132,000
Level 5	\$190,000	\$210,000	\$161,000	\$179,000	\$132,000	\$147,000

5.5 Whether appointed by the Lieutenant Governor in Council or any other authority, unless otherwise specified by that appointing authority, full-time appointees are entitled to be reimbursed for transportation, accommodation, meal and out of pocket expenses incurred in the course of their duties as an appointee of a tribunal, in accordance with the Group 2 rates, policies, and procedures outlined in the *Terms and Conditions of Employment for Excluded Employees and Appointees*, or as otherwise specified in the tribunal remuneration plan.

## 6. **PART-TIME APPOINTEES**

- 6.1 For the purpose of these Remuneration Guidelines, the defining feature of ‘part-time’ appointees is that they are remunerated for their service on an “as and when required” basis. Part-time appointees are classified as Category D under the definition of “Order in Council Appointees” in Part 1, section 3 of the Terms and Conditions of Employment for Excluded Employees and Appointees.
- 6.2 Part-time appointees are entitled to those terms and conditions expressly specified under Category D in part 10 of the Terms and Conditions of Employment for Excluded Employees and Appointees.
- 6.3 Remuneration for part-time appointees for each twenty-four-hour day in respect of work carried out for a tribunal must not exceed the maximum daily rate for their position and classification as set out below:

<b>Part Time Remuneration – Maximum Daily Rate</b>			
<b>Classification</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Member</b>
Level 1	\$600	\$500	\$425
Level 2	\$650	\$550	\$450
Level 3	\$725	\$625	\$500
Level 4	\$800	\$700	\$575
Level 5	\$900	\$800	\$650

- 6.4 The maximum daily rate applies to a medical practitioner appointed to a tribunal on the basis of a requirement for their clinical expertise. If there are documented recruitment and retention challenges, the tribunal’s remuneration plan may set rates up to the relevant amounts negotiated in agreements between the BC Medical Association (Doctors of BC), the Government of British Columbia, and the Medical Services Commission.
- 6.5 A tribunal’s remuneration plan may set remuneration for the following up to the applicable part-time vice chair rates:
- 6.5.1 Appointees who are expressly required by the tribunal’s enabling legislation to hold a professional accreditation in order to be appointed to the tribunal.
  - 6.5.2 Appointees with qualifications deemed by the minister to be specifically relevant and required to fulfil the tribunal’s mandate.
  - 6.5.3 Appointees designated to:
    - Preside at a multi-person panel hearing.
    - Conduct a hearing as a single-person panel.
    - Conduct a dispute resolution process.
    - BC Review Board as an alternate chair under section 672.38(1) of the federal Criminal Code (R.S., 1985, c. C-46).
- 6.6 The tribunal’s remuneration plan must manage remuneration for part-time appointees in line with the following principles or guidelines:
- 6.6.1 The remuneration plan must set remuneration rates and how remuneration is calculated in respect of work carried out for the tribunal. Remuneration may be set as an hourly rate, a full- or half-day per diem rate, or as a flat rate per file or case assigned, or a combination of such measures.
  - 6.6.2 Appointees may not be remunerated more than one half of the applicable daily rate for attending a tribunal hearing or in-person meeting that lasts four hours or less.

- 6.6.3 A tribunal hearing includes a final or interim hearing, a pre-hearing conference or a dispute resolution process, and may include a hearing conducted by telephone or video conferencing.
- 6.7 The remuneration plan may set remuneration and policies for:
- 6.7.1 Undertaking duties on behalf of the tribunal, other than a hearing or in-person meeting. These duties may include:
- conducting hearings by written submissions;
  - preparing for hearings or dispute resolution processes;
  - writing reasons for decisions;
  - preparing policy documents or proposals;
  - required professional development or training; and
  - other duties as requested by the chair or their designate.
- 6.7.2 Instances where a scheduled hearing is cancelled on short notice. In setting such policies, chairs are encouraged to consider assigning the appointee additional duties in lieu of the hearing time where possible.
- 6.7.3 Travel time to and from hearings and meetings where the location of the hearing or meeting is more than 32 kms from the appointee's residence.
- 6.8 Part-time appointees are entitled to be reimbursed for transportation, accommodation, meal and out of pocket expenses incurred in the course of their duties as an appointee of a tribunal, in accordance with the Group 2 rates, policies, and procedures outlined in the *Terms and Conditions of Employment for Excluded Employees and Appointees*, or as otherwise specified in the tribunal remuneration plan.
- 6.9 Appointees are not entitled to be reimbursed for professional dues, membership fees, insurance or other costs, except as otherwise provided by the Attorney General related to Law Society fees.
- 6.10 An appointee is not entitled to be paid for time spent attending social events.
- 6.11 Part-time appointees are to be indemnified by the Minister of Finance in accordance with the procedures for indemnification set out in the Guarantees and Indemnities Regulation 258/87 of the *Financial Administration Act*.
- 6.12 Remuneration paid to part-time appointees:
- Is not subject to CPP or EI deductions if such appointees are not engaged in pensionable or insurable employment under federal CPP and EI legislation.

- Is subject to income tax withholding and is to be reported annually to the Canada Revenue Agency on a T4 Supplementary Slip.
- No GST is payable or collectable on the appointee's services because the appointee provides their services in the course of holding an office and is therefore not engaged in business or commercial activity for the purposes of the federal *Excise Tax Act*. Therefore, the appointee is not making any taxable supplies and no GST is payable or collectable on the appointee's services.

## **7. APPOINTMENT TO MULTIPLE TRIBUNALS**

- 7.1 To the extent possible, the remuneration for an individual appointed to multiple tribunals should reflect the specific remuneration rates and time commitment to each tribunal.
- 7.2 An individual appointed to multiple tribunals may not receive more than their maximum daily rate in a 24-hour period pertaining to their highest classification rate unless the circumstances in section 3.4 (extraordinary circumstances) apply.
- 7.3 Where the chair of an administrative tribunal or regulatory board is cross-appointed as the chair of another regulatory tribunal or regulatory board, or appointed as an "executive chair", the minister may approve additional remuneration not to exceed \$25,000 or 20% of the highest applicable remuneration rate, whichever is lower.
- 7.4 Where the vice chair of an administrative tribunal or regulatory board is cross-appointed as the vice chair of another regulatory tribunal or regulatory board, the Minister may approve additional remuneration not to exceed \$15,000 or 10% of the highest applicable remuneration rate, whichever is lower.

## **8. ROLES AND RESPONSIBILITIES**

- 8.1 **Treasury Board** establishes and may revise these Remuneration Guidelines and may consider requests for exceptions to these Remuneration Guidelines.
- 8.2 The Appointee Remuneration Committee:**
- 8.2.1 Is responsible for classifying new tribunals, or re-classifying existing tribunals, in accordance with the criteria are set out in Schedule 1 to these Remuneration Guidelines.



- 8.2.2 Administers requests for exceptions to these Remuneration Guidelines to Treasury Board for decision and provides support and recommendations to Treasury Board in its deliberations.
- 8.2.3 Reviews proposed tribunal remuneration plans or amendments and provides recommendations to the minister prior to the minister's approval of the new or amended remuneration plan.
- 8.2.4 Resolves any conflicts between these Remuneration Guidelines and an approved tribunal remuneration plan.
- 8.2.5 Meets at the call of the Appointee Remuneration Committee Chair.
- 8.2.6 Maintains and makes available publicly on the Public Sector Employers' Council Secretariat website these Remuneration Guidelines, lists of the administrative tribunals and regulatory boards, links to provisions such as the *Terms and Conditions of Employment for Excluded Employees and Appointees*, and other relevant documents and information.
- 8.2.7 Monitors annual remuneration disclosure and may prescribe the format and timelines in which disclosure must occur.
- 8.2.8 Reviews these Remuneration Guidelines and makes recommendations to Treasury Board as required, or at least every three years.

**8.3 The Public Sector Employers' Council Secretariat** acts as the secretariat to the Appointee Remuneration Committee and ensures remuneration and classification information is publicly available.

**8.4 The minister responsible for a tribunal:**

- 8.4.1 Will establish and maintain a remuneration plan for the tribunal.
- 8.4.2 May not delegate the approval of a remuneration plan or amendments to a remuneration plan. For added clarity, approving a remuneration plan is distinct from remuneration adjustments for individual appointees. The approval of remuneration increases for individual appointees may be delegated consistent with the process or criteria established in the tribunal's remuneration plan.
- 8.4.3 Will request the Appointee Remuneration Committee to classify any new tribunal established by legislation.

- 8.4.4 Will request the Appointee Remuneration Committee to consider a reclassification of a tribunal if its mandate is changed significantly.
- 8.4.5 Will request the Appointee Remuneration Committee to review and make recommendations prior to the minister's approval of a tribunal's remuneration plan or subsequent amendments to the plan.
- 8.4.6 May seek a temporary exception from the Appointee Remuneration Committee or a permanent exemption from Treasury Board to the remuneration provisions of these Remuneration Guidelines. In either case, the minister must submit the request through the Appointee Remuneration Committee.
- 8.4.7 Will provide actual remuneration information to the Appointee Remuneration Committee when requested and make such information available on the ministry website if there is no tribunal website.

**8.5 The Administrative Tribunal or Regulatory Board**, as overseen by the chair, administers the remuneration, benefits, and expenses payable to appointees:

- 8.5.1 In accordance with these Remuneration Guidelines and the remuneration plan for their tribunal.
- 8.5.2 In accordance with the classification determination of the Appointee Remuneration Committee or Treasury Board.
- 8.5.3 Ensures actual remuneration and reimbursement information, as requested by the Appointee Remuneration Committee, is provided to the minister and PSEC Secretariat and is publicly available on the tribunal or ministry website.

## **9. EXCEPTIONS**

BC Securities Commission: Appointee remuneration is established as an exception to the remuneration set out in these Remuneration Guidelines.

## **10. EFFECTIVE DATE**

These Remuneration Guidelines are effective May 1, 2020.

## **Schedule 1**

### **Administrative Tribunal and Regulatory Board Classification Structure Criteria**

Criteria on which administrative tribunals and regulatory boards are to be classified for the purposes of this directive include:

- Primary legislation, regulations and policies
- Accountability and subsequent review processes: level, deference by the courts and privative clause
- Public policy role as defined in legislation
- Scope/focus of function
- Case complexity
- Procedural complexity: complexity of dispute prevention and/or resolution process
- Alternative dispute resolution processes and innovation
- Participant needs
- Scope and complexity of decision-making and skills required
- Strategic importance to government and public policy
- Strategic importance to industry or sector
- Impact on individuals
- Required knowledge, skills, expertise, and experience
- Requirement for external engagement, either with communities, industry, sector, government representatives, Indigenous communities, or professions
- Expectations to generate and implement innovation

Criteria for exceptional responsibilities on which chairs of administrative tribunals and regulatory boards are to be classified for the purposes of this directive include:

- All the criteria of the administrative tribunal and regulatory boards of which the chair is responsible
- Complexity of the role: oversight on decisions, HR responsibilities
- Responsibility for more than one administrative tribunal or regulatory board
- Responsibility for an administrative pod
- Overarching responsibilities across administrative tribunals and regulatory boards such as leadership, systems, engagement



October 1, 2021

Ref: 250113

Dr. Vandy Britton  
**Email: [vandy.britton@ufv.ca](mailto:vandy.britton@ufv.ca)**

Dear Dr. Britton:

I am pleased to advise you that pursuant to sections 9 and 26 of the *Teachers Act*, you have been appointed to the British Columbia Teachers' Council (BCTC) and the Disciplinary and Professional Conduct Board (DPCB) for a term ending April 23, 2024.

Attached please find an indemnity form. Please fill it out and return it to the Ministry of Education by email to [Kim.Dionne@gov.bc.ca](mailto:Kim.Dionne@gov.bc.ca) or mail to:

Ministry of Education  
400-2025 West Broadway  
Vancouver BC V6J 1Z6

Also attached is an Oath of Office form. This form must be signed within 45 days after the effective date of your appointment. You may take the oath before the Director of Certification at the Teacher Certification Branch, a Justice of the Peace, or the Secretary Treasurer of a Board of Education. New this year is an option to complete the oath virtually via Zoom. A representative from the Professional Excellence Unit – secretariat for the BCTC will reach out to schedule a meeting to complete the oath should you wish to complete this virtually.

The completed oath must be presented to the Director of Certification within the time limit noted. If the deadline is not met, the office will be vacant, and the Minister may appoint a person to fill the vacancy.

The BCTC is considered a level 2 board by government's Appointee Remuneration Committee and, as such, you will be eligible for remuneration at the level 2 rate set out in the attached Treasury Board Directive 2/20, Remuneration Guidelines for Appointees to Crown Agency Boards. Please see sections 5 and 6 for further details regarding remuneration and section 7 for details on expense reimbursement for BCTC members.

.../2

Also enclosed is a copy of Treasury Board Directive 1/20, Remuneration Guidelines for Appointees to Administrative Tribunals, which sets out the rates of remuneration for your work on the DPCB. Please see sections 6.3 and 6.8 for more details on the remuneration and reimbursement of expenses for members of the DPCB. The DPCB is considered a Group 1 tribunal.

If you require further information regarding the BCTC please contact Shawn McMullin, Director, Teacher Certification Branch by phone at (604) 655-5729 or by email at [Shawn.McMullin@gov.bc.ca](mailto:Shawn.McMullin@gov.bc.ca).

If you require further information regarding the DPCB, please contact Sarvi Brent, Director of Operations, Professional Conduct Unit by phone at (604) 240-6883 or by email at [Sarvi.Brent@gov.bc.ca](mailto:Sarvi.Brent@gov.bc.ca).

Congratulations on your appointment and thank you for your willingness to serve on the BCTC and the DPCB.

Sincerely,



Jennifer Whiteside  
Minister

Attachments: 1. Appointment order  
2. Indemnity form  
3. Oath of Office  
4. Treasury Board Directive 2/20  
5. Treasury Board Directive 1/20

pc: Allyson Jule, Chair, ABCDE  
Michele Dau, Administrative Assistant, ABCDE  
Shawn McMullin, Director, Professional Excellence Unit, Ministry of Education  
Kim Dionne, Administrative Assistant, Professional Excellence Unit,  
Ministry of Education  
Sarvi Brent, Director of Operations, Professional Conduct Unit, Ministry of Education  
Jayme L'Hirondelle, Program Coordinator, Professional Conduct Unit, Ministry of  
Education  
Lianna Olson, Director, Crown Agency and Board Resourcing Office,  
Ministry of Finance  
Tracie Carlson, Legislation and Appointments Coordinator, Ministry of Education

**PROVINCE OF BRITISH COLUMBIA**

Ministerial Order No. M370

**ORDER OF THE MINISTER OF EDUCATION**

I, Jennifer Whiteside, Minister of Education, order that:

1. Vandy Corrinne Britton and Michelle Anne Clarice LaBounty Huskilson are appointed to the British Columbia Teachers' Council, each for a term ending April 23, 2024.
2. Vandy Corrinne Britton is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2024.
3. Terence Charles Thomas Berting is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2022.
4. The individuals appointed under section 1 shall receive
  - a. remuneration as set out in paragraph 5.13, and
  - b. reimbursement for expensesas Level 2 appointees under Treasury Board Directive 2/20.
5. The individuals appointed under sections 2 and 3 shall receive
  - a. receive remuneration at the Group 1 level, and
  - b. be reimbursed for expensesas set out in paragraph 6 of Treasury Board Directive 1/20.

October 1, 2021

Date



Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: Teachers Act, SBC 2011, c. 19, s. 9, 26 and 29(4)

Other (specify): \_\_\_\_\_

**GOVERNMENT APPOINTEES TO AGENCIES,  
BOARDS AND COMMISSIONS INDEMNITY**

Her Majesty the Queen in Right of the Province of British Columbia (the "Province") has agreed to grant this Indemnity on the terms and conditions hereinafter set forth to Vandy Corrinne Britton (the "Appointee")

who has been appointed to BC Teachers' Council and the Disciplinary and Professional Conduct Board (the "Entity") .  
(NAME OF ENTITY)

1. Notwithstanding the actual date of execution and delivery of this Indemnity, the term of this Indemnity will be conclusively deemed to commence on the day upon which the appointment first became effective and will end on the effective date of termination of the appointment, provided however, this Indemnity will remain in full force and effect in respect of all acts or omissions covered hereunder occurring during the term.
2. Subject to sections 3, 4, and 6 of this Indemnity, the Province will indemnify and save harmless the Appointee from and against any and all claims, liabilities, losses, damages, costs, charges and expenses which the Appointee may sustain, incur or be liable for in carrying out the duties as Appointee to the Entity.
3. The Province will not be obligated to indemnify or save harmless the Appointee from and against any claim, liability, loss, damage, cost, charge, or expense arising out of any act, error or omission of the Appointee that results from the Appointee failing to act honestly or in good faith or in the best interests of the Entity, or that arises out of any act, error or omission outside the course of the Appointee's duties, or for any fine or penalty imposed on the Appointee by law, or arising out of a dishonest, fraudulent, criminal or malicious act.
4. The Province will not be obligated to indemnify or save harmless the Appointee in respect of any liability against which the Appointee is entitled to be indemnified pursuant to any valid and collectible policy of insurance. Where a partial indemnity is provided by such insurance, the obligation of the Province will be limited to that portion of the liability for which an indemnity is not provided by such policy, subject to the conditions of this Indemnity.
5. In the event the Province indemnifies the Appointee in accordance with this Indemnity, the Province will be subrogated to all rights of the Appointee.
6. Upon the Appointee becoming aware of any pending or threatened claim, action, suit or proceeding by which the Province could become liable under this Indemnity, written notice will be given by or on behalf of the Appointee to the Province as soon as is practicable.
7. Subject to section 6 of this Indemnity, the Province will defend, at its expense, any suit, action or proceeding, against the Appointee that, if successful, would result in a liability contemplated by section 2 (except in respect of criminal proceedings or any liability for which the Appointee is entitled to be indemnified pursuant to any valid and collectible policy of insurance).
8. Any notice, statement, other document or payment that either party may be required or may desire to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally, on the date of such personal delivery or, if mailed, on the fifth business day after the mailing of the same in British Columbia by prepaid post addressed, or if sent by fax, on the day of transmission, if to the Province at:

PO Box 9405 Stn Prov Govt  
Victoria BC V8W 9V1

Fax Number: 250 356-6222  
Attention: Executive Director  
Risk Management Branch  
Ministry of Finance

and, if to the Appointee, at the address or fax number as shown on this Indemnity, or at such changed address/fax number as the parties will have duly notified one another.

9. This Indemnity will be construed in accordance with and be governed by the laws of the Province of British Columbia.

This indemnity is given on behalf of the Province by a duly authorized representative of Minister Jennifer Whiteside  
(LIEUTENANT GOVERNOR IN COUNCIL OR MINISTER)  
the form of which has been approved by the Executive Director, Risk Management Branch, Ministry of Finance.

X *Shirley Purdy* X *[Signature]*  
(WITNESS SIGNATURE) (AUTHORIZED REPRESENTATIVE OF THE PROVINCE'S SIGNATURE)  
The Appointee, Vandy Corrinne Britton of s.22  
(PRINT NAME OF APPOINTEE) (ADDRESS OF APPOINTEE AND FAX NUMBER, IF ANY)

hereby agrees to the terms of this Indemnity.

The Appointee represents and warrants to the Province that, to the best of the Appointee's knowledge, there are no actions, suits or proceedings pending or threatened that could lead to a claim, liability, loss, damage, cost, charge or expense described in section 2 of this Indemnity except:  
(INSERT "NONE" OR DESCRIPTION)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

X \_\_\_\_\_ X \_\_\_\_\_  
(WITNESS SIGNATURE) (PRINT NAME AND ADDRESS) (APPOINTEE SIGNATURE)

**THIS INDEMNITY CONTAINS CLAUSES THAT LIMIT COVERAGE AND REQUIRE CERTAIN PERFORMANCE BY THE APPOINTEE**



**OATH OF OFFICE FOR BRITISH COLUMBIA TEACHERS' COUNCIL  
MEMBERS AND PANEL MEMBERS**

I, Vandy Corrinne Britton do swear / solemnly affirm *[circle one]* that, in the exercise of my powers and the performance of my duties as a member of the British Columbia Teachers' Council or as a panel member:

- I will abide by the *Teachers Act* and act in accordance with the law and the public trust placed in me;
- I will act impartially and with integrity, putting the interests of the public above my own personal interest and the interests of any organization with which I am affiliated;
- I will avoid all conflicts of interest, whether real or perceived, declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a manner that protects the public interest;
- I will conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the governance of the teaching profession and does not bring it into disrepute;
- I will safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law;
- I will base my decisions on the objective evidence that is available to me;
- I will ensure that other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of exercising my powers or performing my duties as a council member or panel member;

So help me God. *[omit this phrase in affirmation]*

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Witness

---

Signature of Council Member / Panel Member

---

Date



**TREASURY BOARD DIRECTIVE**

**TO ALL:** MINISTERS  
DEPUTY MINISTERS  
ASSOCIATE DEPUTY MINISTERS  
ASSISTANT DEPUTY MINISTERS, CORPORATE SERVICES  
SENIOR FINANCIAL OFFICERS

**DIRECTIVE:** 2/20

**SUBJECT:** Remuneration Guidelines for Appointees to Ministry and Crown Agency Boards

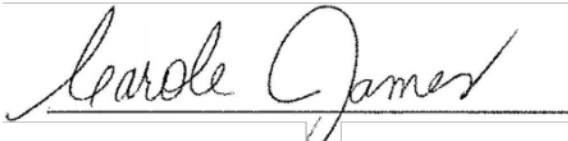
**AUTHORITY:** This Directive is issued pursuant to sections 4 and 27 of the *Financial Administration Act* and other applicable enactments

**APPLICATION:** This Directive applies to appointees to Ministry and Crown Agency Boards

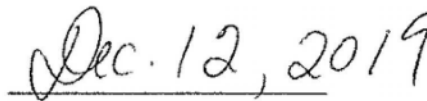
**POLICY:** SEE APPENDIX 1

**REPEAL OF EXISTING POLICIES:** Treasury Board Directive 2/17

**EFFECTIVE DATE:** April 1, 2020



Honourable Carole James  
Chair, Treasury Board



Date

**TREASURY BOARD DIRECTIVE**

**APPENDIX 1**

**REMUNERATION GUIDELINES  
FOR APPOINTEES TO  
MINISTRY AND CROWN AGENCY BOARDS**

## 1. **POLICY OBJECTIVES**

- 1.1 Ministry and Crown agency boards play a vital role in advancing the Government of British Columbia's policy priorities and objectives and in providing valuable public services such as hydro-electric operations, schools, and health and social services. Strong and effective ministry and Crown agency board governance is an important element of government's commitment to transparent and accountable government.
- 1.2 Appropriate remuneration for work performed by appointees to ministry and Crown agency boards is part of good governance. In the public sector, the maximum remuneration level should underscore the importance and professional nature of board work and attract and retain qualified individuals to serve. At the same time, there is underlying recognition that service on the board of a ministry or Crown agency entails an element of public service, varying in degree depending on the nature of the organization.
- 1.3 The policy objectives of these Remuneration Guidelines are to:
  - 1.3.1 Ensure a consistent and transparent approach to remuneration and expense reimbursement for appointees.
  - 1.3.2 Affirm the importance and professional nature of the work that appointees perform.
  - 1.3.3 Establish proportionality of remuneration between ministry and Crown agency boards.
  - 1.3.4 Attract and retain highly-qualified individuals who reflect the diverse identities of British Columbians and the province's commitment to gender equity and to true and lasting reconciliation with Indigenous peoples in British Columbia.
  - 1.3.5 Recognize there is a varying degree of public service expected from all appointees to ministry and Crown agency boards.

## 2. **DEFINITIONS**

**“advisory board”** means a board that does not hold or exercise governance responsibilities over a legal entity and includes ad hoc, time limited, or project-specific entities tasked with public engagement and/or delivering formal reports or recommendations to government.

**“appointee”** means an individual appointed by the Lieutenant Governor in Council, a minister responsible, or another individual with delegated authority, to serve on the board of a ministry or Crown agency. The appointee may be designated chair, director, member, or some such equivalent description.

**“Appointee Remuneration Committee”** means the committee established by Treasury Board to administer these Remuneration Guidelines.

**“board”** means a governing agency, board, commission, committee, council, advisory board, or such equivalent description, established by government, a minister or Crown agency, with or without governing legislation.

**“board committee”** means any committee established on a permanent or ongoing basis by the board of a ministry or Crown agency to assist the board in carrying out its work.

**“Crown agency”** means an organization, other than a ministry, within the Government Reporting Entity that is administered with varying levels of independence from Government. Crown agencies are within Government’s control under standards defined in the Public Sector Accounting Handbook. The primary test for control is that Government appoints more than fifty percent of the appointees. Crown agencies typically include commercial Crown corporations, service delivery Crown corporations, boards of education, health authorities, and post secondary colleges and institutions, universities, Crown agency subsidiaries, and advisory boards.

**“Crown Agency Registry”** means the list of all Government of British Columbia Crown agencies as maintained by the Crown Agencies and Board Resourcing Office.

**“Crown agency subsidiary”** means a wholly owned or majority owned subsidiary of a Crown agency.

**“meeting fee”** means a payment made to an appointee as remuneration for attending a board meeting or board committee meeting, or for other meetings and/or work undertaken attending to the business of the board.

**“Minister”** means the Minister who is accountable to government for the board. The Minister may delegate authority to another individual to carry out the responsibilities of the Minister in these Remuneration Guidelines.

**“Remuneration Grid”** means the grid of six remuneration levels into which ministry and Crown agency boards may be classified by the Appointee Remuneration Committee. These provisions are set out in section 5 of these Remuneration Guidelines.

**“retainer”** means a fixed annual amount payable to an appointee for overall board service including preparation time and travel time.

### 3. **APPLICATION**

- 3.1 These Remuneration Guidelines govern the maximum remuneration and expense reimbursement payable to appointees who serve on the boards of ministries and Crown agencies except administrative tribunals and regulatory boards which are governed by Treasury Board Directive 1/20.
- 3.2 The criteria used to determine whether a ministry or Crown agency board falls within the scope of application of these Remuneration Guidelines are:
- The Government of British Columbia appoints more than fifty percent of the members on the board.
  - The organization is within the Government Reporting Entity.
  - The board is operating within an area of direct and active interest of the Government of British Columbia (this is an overarching criterion).
- 3.3 Classification determinations under these Remuneration Guidelines are made by the Appointee Remuneration Committee.
- 3.4 Unless classification has been determined by the Appointee Remuneration Committee, appointees are entitled only to reimbursement for expenses in accordance with section 7 of these Remuneration Guidelines.
- 3.5 Treasury Board may provide direction to the Appointee Remuneration Committee to grant exceptions to the Remuneration Guidelines.

### 4. **ROLES AND RESPONSIBILITIES**

- 4.1 **Treasury Board** establishes, and may revise from time to time, these Remuneration Guidelines and may consider requests for exceptions to these Remuneration Guidelines.
- 4.2 **The Appointee Remuneration Committee:**
- 4.2.1 Classifies new, or reviews for re-classification existing ministry or Crown agency boards upon application by the minister, or under its own initiative.
- 4.2.2 May approve remuneration exceptions that fall within the following parameters:
- 4.2.2.1 With respect to a Level 1 advisory board, the Appointee Remuneration Committee may provide an exemption for some or all of the appointees to be remunerated up to the relevant maximums for a Level 2 board;
- 4.2.2.2 With respect to a time-limited or project-specific Level 1 advisory board, the Appointee Remuneration Committee may provide an exemption for

some or all of the appointees to be remunerated up to the relevant maximums for a Level 4 board for a period not to exceed 18 months.

4.2.2.3 With respect to extraordinary circumstance where a board or its chair is required to contribute time over and above the 'ordinary' expected commitment, the Appointee Remuneration Committee may provide an exemption for some or all of the appointees to receive additional remuneration not to exceed 50 percent of the remuneration that is otherwise available to the appointees, for a period not to exceed six months.

4.2.2.4 The criteria used to determine an exception are:

- time-commitment;
- level of expertise required of the board members;
- significance of impact of the advice provided;
- contribution towards reconciliation with Indigenous peoples in British Columbia; and
- gender and diversity factors.

4.2.3 Administers requests for exceptions to these Remuneration Guidelines to Treasury Board for decision and provide support and recommendations to Treasury Board in its deliberations.

4.2.4 Meets at the call of the Appointee Remuneration Committee Chair.

4.2.5 Maintains and makes available publicly on the Public Sector Employers' Council Secretariat website these Remuneration Guidelines, lists of the boards by classification level, links to relevant provisions such as the *Terms and Conditions of Employment for Excluded Employees and Appointees*, and other relevant documents and information.

4.2.6 Monitors annual appointee remuneration disclosure and may post a single remuneration disclosure document on the Public Sector Employers' Council Secretariat website.

4.2.7 Reviews these Remuneration Guidelines and makes recommendations to Treasury Board as required, or at least every three years.

4.3 **The Public Sector Employers' Council Secretariat** acts as the secretariat to the Appointee Remuneration Committee and ensures remuneration and classification information is publicly available.

4.4 **The Crown Agencies and Board Resourcing Office** maintains the Crown Agency Registry.

4.5 **The minister** responsible for a board:

4.5.1 Makes applications to the Appointee Remuneration Committee:

- 4.5.1.1 To classify a new ministry or Crown agency board prior to appointing its members;
- 4.5.1.2 To re-evaluate a classification where there is material change to a ministry or Crown agency board mandate;
- 4.5.1.3 To seek a time-limited remuneration exemption for extraordinary circumstances where a board or its chair is required to contribute time over and above the 'ordinary' expected commitment or if it is expected that there will be a significant temporary decline from the 'ordinary' expected commitment;
- 4.5.1.4 To seek a permanent exception to these Remuneration Guidelines for Treasury Board decision.

4.5.2 Establishes or approves a remuneration policy for a board that:

- 4.5.2.1 Sets the retainer amount and meeting fees up to the maximum amounts permitted in the Remuneration Grid for appointees to their ministry and Crown agencies.
- 4.5.2.2 May differentiate retainer amounts provided to appointees within boards, up to the maximum amounts in the Remuneration Grid, to recognize varying skills and experience or to provide internal equity when recognizing varying travel requirements.
- 4.5.2.3 Determines the number of meetings up to the maximum number permitted in section 5.9 of these Remuneration Guidelines for appointees in their ministry and Crown agencies.
- 4.5.2.4 May specify other remuneration policies consistent with these Remuneration Guidelines.
- 4.5.2.5 Provides an explanation as to the treatment of appointees for the purposes of the Personal Income Tax withholdings, Goods and Services Tax (GST), Canada Pension Plan (CPP), and Employment Insurance Act (EI) schemes.

4.5.3 Ensures the remuneration payable to appointees is in accordance with these Remuneration Guidelines and the remuneration policy established under section 4.5.2.

- 4.5.4 Provides actual remuneration information and the remuneration policy established under section 4.5.2 to the Appointee Remuneration Committee as per its request and makes such information available on the ministry website, if there is no agency or board website.
  - 4.5.5 Notifies the Appointee Remuneration Committee and the Crown Agencies Board Resourcing Office when a new ministry or Crown agency board is created, regardless of whether its appointees receive remuneration, and when any other changes are required to the Crown Agency Registry.
- 4.6 The ministry or Crown agency staff:**
- 4.6.1 Administers the remuneration, benefits, and expenses payable to appointees in accordance with these Remuneration Guidelines and the remuneration policy established under section 4.5.2.
  - 4.6.2 Ensures actual remuneration information, as requested by the Appointee Remuneration Committee, is provided to the minister and this information, along with the remuneration policy established under section 4.5.2 is publicly available on the board, Crown agency or ministry website.
- 4.7 The board chair** oversees the remuneration and expenses paid to appointees in accordance with section 4.6 of these Remuneration Guidelines.

## **5. REMUNERATION FRAMEWORK**

- 5.1 Upon application by the relevant minister, or upon its own initiative, the Appointee Remuneration Committee will classify a ministry or Crown agency board into one of six level. In determining the classification of each ministry or Crown agency, the Appointee Remuneration Committee shall consider the following criteria:
  - 5.1.1 The type of ministry and Crown agency (commercial, service delivery or advisory board).
  - 5.1.2 The complexity of the service provided (provide advice or produce a product; provide a service or deliver a program; direct agents or manage contracts; coordinate service or program delivery).
  - 5.1.3 The size and complexity of the operation (budget; multiple lines of business; organizational structure; geographical representation).
  - 5.1.4 The degree of knowledge and specialized skills required.
  - 5.1.5 The board's strategic importance to the Province (financial policy, social policy, economic policy, and infrastructure).



- 5.1.6 Comparability among the ministry and Crown agency boards for internal consistency and fairness.
- 5.2 No one criterion will be determinative, but the general expectation will be that the classification will align with the following:
- |         |   |
|---------|---|
| Level 1 | Advisory Boards   |
| Level 2 | Small Service Delivery Crown Corporations<br>Decision Making Boards (not a separate legal entity)<br>Other Boards with Service/Program Responsibilities (not a separate legal entity) |
| Level 3 | Mid-size Service Delivery Crown Corporations  |
| Level 4 | Small Commercial and Major Service Delivery Crown Corporations  |
| Level 5 | Health Authorities and Large Commercial Crown Corporations  |
| Level 6 | Major Commercial Crown Corporations   |
- 5.3 There is no requirement that appointees be paid, nor that they be paid at maximum rates.
- 5.4 Remuneration amounts provided to appointees within a board may be differentiated to recognize varying skills, experience and knowledge, or to provide internal equity when recognizing varying travel requirements.
- 5.5 Remuneration cannot be provided in excess of the maximum amounts specified for the level at which the applicable ministry or Crown agency board is classified unless an exception has been approved by the Appointee Remuneration Committee or Treasury Board.
- 5.6 All appointees are eligible for reimbursement of expenses in accordance with section 7 of these Remuneration Guidelines.
- 5.7 **Meeting fees:**
- 5.7.1 May be provided for travel time to and from board business when the destination location for meetings is more than 32 kilometres from the appointee's residence and the appointee does not receive a retainer.
- 5.7.2 Meeting fees are not provided for preparation time for board meetings, or appointee education, conferences, or social functions associated with board business.
- 5.7.3 The amount of the meeting fee may be prorated to the length of the meeting (including applicable travel time) and must not exceed the maximum amounts set out for the level in the Remuneration Grid assigned to the board. If the

meeting lasts longer than four hours in a twenty-four-hour day, up to the full meeting fee may be payable. If the meeting lasts four hours or less in a twenty-four-hour day, up to one-half of the meeting fee may be payable.

#### **5.8 Retainers:**

- 5.8.1 May be payable to appointees in levels 3 through 6 for overall board service, including preparation time and travel time.
- 5.8.2 Appointees receiving retainers are not eligible for meeting fees provided to remunerate for travel time.
- 5.8.3 Retainers may be paid for services rendered, quarterly or annually.
- 5.8.4 Retainers may be paid in advance of service, quarterly for example, subject to reimbursement for no service provided (if an appointee received a quarterly retainer on January 1 but resigned or the appointment was rescinded on January 31, the appointee must reimburse the amount associated with the subsequent three months).

#### **5.9 Level 1 appointees:**

- 5.9.1 Level 1 chairs are eligible for meeting fees in accordance with sections 4 and 5 of these Remuneration Guidelines and at the discretion of the minister.
- 5.9.2 Level 1 appointees, other than the chairs, do not receive any form of remuneration (neither retainers nor meeting fees) unless an exception has been provided under section 4.2.2.

#### **5.10 Level 2 appointees**, including the chairs, are eligible for meeting fees in accordance with sections 4 and 5 of these Remuneration Guidelines and at the discretion of the minister.

#### **5.11 Level 3 through 6 appointees**, including the chairs, are eligible for annual retainers and meeting fees in accordance with sections 4 and section 5 of these Remuneration Guidelines and at the discretion of the minister.

#### **5.12 Crown agency subsidiary board appointees:**

- 5.12.1 Appointees are not entitled to additional remuneration for time spent on business of the Crown agency subsidiary unless:
  - 5.1.1.1 The subsidiary operates as a stand-alone operating entity with its own board.
  - 5.1.1.2 The Crown agency subsidiary board has been classified by the Appointee Remuneration Committee.

5.1.1.3 In general, the classification of a Crown agency subsidiary board, and associated remuneration, would not be higher than the remuneration paid in respect of the Crown agency parent board.

5.12.2 Appointees to Crown agency subsidiary boards are eligible for reimbursement of expenses in accordance with section 7 of these Remuneration Guidelines.

### 5.13 Remuneration Grid:

Maximum Remuneration	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
<b>Retainer – Chair</b>	0	0	6,000	15,000	15,000	30,000
<b>Retainer – Appointee</b>	0	0	3,000	7,500	7,500	15,000
<b>Retainer – Audit Cttee Chair</b>	0	0	2,000	3,000	5,000	5,000
<b>Retainer – Other Cttee Chair</b>	0	0	1,000	2,000	3,000	3,000
<b>Meeting Fee – Chair</b>	350	350	300	500	500	750
<b>Meeting Fee – Appointee</b>	0	250	300	500	500	750

5.14 The maximum number of full day meeting fees is limited as follows:

5.14.1 Level 1 board chairs – 18 meetings per year.

5.14.2 Level 2, 3, 4, 5, and 6 board appointees, other than the chairs – 30 meeting fees per year.

5.14.3 Level 2, 3, 4, 5, and 6 board chairs – 60 meeting fees per year.

5.15 Not more than the equivalent of one full day meeting fees will be paid to any appointee for each twenty-four-hour day in respect of attendance at board or subcommittee meetings and for other meetings attending to the business of the board. An appointee may receive additional remuneration during the same day in respect of meetings of another board.

## 6. **ADDITIONAL REMUNERATION PAYMENT GUIDELINES**

6.1 Appointees who receive remuneration in respect of their membership on a ministry or Crown agency board from a source outside government (e.g., industry) shall not receive any additional remuneration under these Remuneration Guidelines.

6.2 Members of the Legislative Assembly are not generally eligible for appointment to a ministry or Crown agency board. In the unusual event that they are appointed, Members

of the Legislative Assembly will not receive any additional remuneration beyond the remuneration and rates of reimbursement for travel expenses to which they are entitled by virtue of their position or employment. Travel expenses incurred as a result of their ministry or Crown agency board duties will be reimbursed by the ministry responsible for the organization, and not by the board.

- 6.3 Government employees are not generally eligible for appointment to a ministry or Crown agency board. Government employees may only be appointed in limited instances such as periods of transition (e.g., start-up and wind-down) and for limited purpose entities established for a limited term. Employees who are appointed to a ministry or Crown agency board as part of their employment will not receive any additional remuneration beyond the remuneration and rates of reimbursement for travel expenses to which they are entitled by virtue of their position or employment. Travel expenses incurred as a result of their ministry or Crown agency board duties will be reimbursed by the ministry responsible for the board, and not by the board.
- 6.4 An employee of a Crown agency, in his or her individual capacity, may on occasion be appointed to the board of a ministry or another Crown agency whose mandate and operations are wholly unrelated to the appointee's Crown agency employer. In such circumstances, and provided that the appointee is appointed in his or her individual capacity, the appointee shall be entitled to remuneration and expenses in accordance with these Remuneration Guidelines.
- 6.5 Remuneration will be paid only to the individual named on the instrument appointing that individual to a ministry or Crown agency board.
- 6.6 Appointees to ministry and Crown agency boards are not employees and are not covered by the Government of British Columbia's *Terms and Conditions of Employment for Excluded Employees and Appointees*. Ministers must ensure that at no time is an employer/employee relationship established.
- 6.7 Remuneration paid to appointees is subject to Personal Income Tax withholding and is to be reported annually to the Canada Revenue Agency on a T4 Supplementary Slip.
- 6.8 Limited reimbursements and risk management losses may be provided consistent with part 10 of the *Terms and Conditions of Employment for Excluded Employees and Appointees* for Category D appointees.

## **7. BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES**

- 7.1 Appointees incurring transportation, accommodation, meal and out of pocket expenses in the course of their duties as members of a ministry or Crown agency board will be reimbursed in accordance with Group 2 rates, policies, and procedures as outlined in the *Terms and Conditions of Employment for Excluded Employees and Appointees*.
- 7.2 Appointees will not be reimbursed for professional dues or membership fees.

## **8. EXCEPTIONS**

These Remuneration Guidelines apply to the Electoral Boundaries Commission and Judicial Compensation Commission except for the classification and remuneration rate. The remuneration rate will be reviewed and approved by the Appointee Remuneration Committee when required.

## **9. EFFECTIVE DATE**

These Remuneration Guidelines are effective on April 1, 2020.

**TREASURY BOARD DIRECTIVE**

**TO ALL:** MINISTERS  
DEPUTY MINISTERS  
ASSOCIATE DEPUTY MINISTERS  
ASSISTANT DEPUTY MINISTERS, CORPORATE SERVICES  
SENIOR FINANCIAL OFFICERS

**DIRECTIVE:** 1/20

**SUBJECT:** Remuneration Guidelines for Appointees to Administrative  
Tribunals and Regulatory Boards

**AUTHORITY:** This Directive is issued pursuant to sections 4 and 27 of the  
*Financial Administration Act* and other applicable enactments

**APPLICATION:** This Directive applies to appointees to Administrative Tribunals  
and Regulatory Boards

**POLICY:** SEE APPENDIX 1

**REPEAL OF  
EXISTING POLICIES:** Treasury Board Directive 1/17

**EFFECTIVE DATE:** May 1, 2020



Honourable Carole James  
Chair, Treasury Board

April 17, 2020

Date

**TREASURY BOARD DIRECTIVE**

**APPENDIX 1**

**REMUNERATION GUIDELINES  
FOR APPOINTEES TO  
ADMINISTRATIVE TRIBUNALS  
AND REGULATORY BOARDS**

## 1. POLICY OBJECTIVES

This directive on remuneration and reimbursement of expenses for appointees to administrative tribunals and regulatory boards has the following objectives:

- Enhance the accountability, openness and transparency of the remuneration and expense system.
- Support a comprehensive framework for appropriate and consistent appointee remuneration and expense reimbursement.
- Affirm the importance and professional nature of the work appointees perform.
- Affirm the importance of attracting and retaining highly skilled and qualified individuals who reflect the diverse identities of British Columbians and the Province's commitment to gender equity and to true and lasting reconciliation with Indigenous peoples in British Columbia.
- Establish and maintain remuneration rate proportionality, where possible, between and among:
  - full-time and part-time appointees;
  - British Columbia administrative tribunals and regulatory boards; and
  - Canadian administrative tribunals and regulatory boards.

## 2. DEFINITIONS

**“administrative tribunal”** means an independent entity established by legislation to make quasi-judicial decisions or to resolve disputes that is included on the classification list of administrative tribunals maintained by the Appointee Remuneration Committee.

**“appointee”** means an individual appointed to an administrative tribunal or regulatory board by the Lieutenant Governor in Council, the minister, or another individual with delegated authority.

**“Appointee Remuneration Committee”** means the committee established by Treasury Board to administer these Remuneration Guidelines.

**“chair”** means the individual who is appointed as the chair of an administrative tribunal or regulatory board under the relevant enabling legislation and who is responsible for the management and operation of the administrative tribunal or regulatory board.

**“daily rate”** as it pertains to full-time appointees, means an annual remuneration rate divided by the number of working days in that year; the daily rate as it pertains to part-time appointees means the rates established consistent with section 6 in these Remuneration Guidelines.

**“executive chair”** means the individual who is appointed to lead a cluster of tribunals per Part 3 of the *Administrative Tribunals Act*.



**“member”** means an appointee, other than the chair or a vice chair as defined in these Remuneration Guidelines.

**“minister”** means the minister who is accountable to government for the administration of the administrative tribunal or regulatory board enabling legislation. Except for the approval of a remuneration plan (see section 4.4), the minister may delegate authority to another individual to carry out the responsibilities of the minister in these Remuneration Guidelines.

**“regulatory board”** means an independent entity with responsibilities that are regulatory in nature that is included on the classification list of regulatory boards maintained by the Appointee Remuneration Committee.

**“remuneration plan”** means a formal policy approved by the minister to guide the administration of remuneration for an administrative tribunal or regulatory board consistent with these Remuneration Guidelines.

**“tribunal”** unless specified otherwise in these Remuneration Guidelines, means both administrative tribunals and regulatory boards.

**“vice chair”** means an appointee who is designated as a vice chair by the Lieutenant Governor in Council, the minister, or another individual with delegated authority to exercise significant management or administrative responsibilities on behalf of the administrative tribunal or regulatory board.

### **3. GENERAL APPLICATION**

These Remuneration Guidelines set the maximum rates, principles, and general policies for the administration of appointee remuneration.

- 3.1 An appointee’s remuneration must not exceed the maximum rate set for the position within the classification level for their tribunal and there is no requirement that the maximum remuneration rate be paid.
- 3.2 Remuneration may be differentiated within and across tribunals to recognize varying factors, including but not limited to an appointees’ skills, experience, knowledge, and assigned responsibility.
- 3.3 Each tribunal must have an approved remuneration plan to guide the administration of remuneration consistent with these Remuneration Guidelines. A remuneration plan must be publicly available and may apply to more than one tribunal. In the event of a conflict between a tribunal’s remuneration plan and these Remuneration Guidelines, these Remuneration Guidelines prevail.

- 3.4 An appointee may not receive more than the maximum daily rate unless there are ‘extraordinary circumstances’ where a tribunal or the appointee is required to contribute time over and above the ‘ordinary’ expected commitment. No remuneration may be provided under this section unless the criteria for ‘extraordinary circumstances’ and associated approval process(es) are detailed in the tribunal’s remuneration plan or unless the minister requests and either Treasury Board or the Appointee Remuneration Committee grants a temporary exemption. The Appointee Remuneration Committee may not grant a temporary exemption that exceeds 6 months in duration.
- 3.5 If authorized through statute, the Lieutenant Governor in Council may set remuneration that differs from these Remuneration Guidelines by specifying the remuneration in the letter of appointment or appointing instrument (e.g., through Order-in-Council).
- 3.6 Permanent exemptions to these Remuneration Guidelines must be approved by Treasury Board.
- 3.7 Remuneration and reimbursement must be paid to the appointee, not to an employer, corporate entity, or an organization. An appointee is an individual who holds an “office” as defined in federal Goods and Service Tax (GST), Canada Pension Plan (CPP) and Employment Insurance (EI) legislation.
- 3.8 A government employee appointed to a tribunal in their capacity, or as part of their duties as an employee, is not entitled to be paid any additional remuneration by virtue of the appointment. The employee is entitled to be reimbursed by the ministry or tribunal for travel expenses at the rate of reimbursement to which the employee is entitled by virtue of the employee’s employment.

#### **4. TRIBUNAL REMUNERATION PLANS**

Each tribunal must have an approved remuneration plan with the following requirements and characteristics, to be reviewed and approved by the minister at least once every three years:

- 4.1 Must establish the minimum and maximum remuneration rates for the appointee positions within the classification level for the tribunal.
- 4.2 Must establish the approval processes and/or criteria for increases to appointee remuneration within the established ranges and rates.
- 4.3 Must be publicly available on the administrative tribunal, regulatory board or ministry website.

- 4.4 Must be approved by the minister and the approval of a remuneration plan may not be delegated.
- 4.5 Must provide an explanation as to the treatment of appointees, particularly those remunerated through per diems, for the purposes of Personal Income Tax withholdings, the federal Goods and Services Tax (GST), Canada Pension Plan (CPP), and *Employment Insurance Act* (EI) schemes.
- 4.6 May outline the criteria and approval process(es) to provide additional remuneration for ‘extraordinary circumstances’ where an appointee is required to contribute time over and above the ‘ordinary’ expected commitment.
- 4.7 May outline how varying levels of skills, experience and knowledge, level of responsibility, and other operational requirements factor into the remuneration rates.
- 4.8 May outline internal policies regarding the administration of remuneration for individuals appointed to multiple tribunals consistent with part 7 of these Remuneration Guidelines.
- 4.9 May document any other internal policies regarding the administration of appointee remuneration and expense reimbursement.

## **5. FULL-TIME APPOINTEES**

- 5.1 Whether appointed by the Lieutenant Governor in Council or any other authority, unless otherwise specified by that appointing authority, full-time appointees are classified as Category C under the definition of “Order in Council Appointees” in Part 1, section 3 of the British Columbia Government’s *Terms and Conditions of Employment for Excluded Employees and Appointees*.
- 5.2 Whether appointed by the Lieutenant Governor in Council or any other authority, unless otherwise specified by that appointing authority, full-time appointees are entitled to benefits as set out in part 10 of the *Terms and Conditions of Employment for Excluded Employees and Appointees*, Category C, or as otherwise specified in the tribunal’s remuneration plan.
- 5.3 Full-time appointees may, at the discretion of the chair and subject to documentation, be scheduled to serve the tribunal on a regular part-time basis. Remuneration and benefits must be prorated to the time commitment. The key distinguishing feature from “part-time” appointees under section 6.1, is that there must be a clear and predictable commitment of hours of service per pay period.

5.4 Minimum and maximum annual remuneration rates for full-time appointees:

<b>Full Time Remuneration</b>						
<b>Classification</b>	<b>Chair</b>		<b>Vice Chair</b>		<b>Member</b>	
	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
Level 1	\$124,000	\$137,000	\$105,000	\$116,000	\$87,000	\$96,000
Level 2	\$137,000	\$147,000	\$116,000	\$125,000	\$96,000	\$103,000
Level 3	\$147,000	\$168,000	\$125,000	\$143,000	\$103,000	\$118,000
Level 4	\$168,000	\$190,000	\$143,000	\$161,000	\$118,000	\$132,000
Level 5	\$190,000	\$210,000	\$161,000	\$179,000	\$132,000	\$147,000

5.5 Whether appointed by the Lieutenant Governor in Council or any other authority, unless otherwise specified by that appointing authority, full-time appointees are entitled to be reimbursed for transportation, accommodation, meal and out of pocket expenses incurred in the course of their duties as an appointee of a tribunal, in accordance with the Group 2 rates, policies, and procedures outlined in the *Terms and Conditions of Employment for Excluded Employees and Appointees*, or as otherwise specified in the tribunal remuneration plan.

## **6. PART-TIME APPOINTEES**

- 6.1 For the purpose of these Remuneration Guidelines, the defining feature of ‘part-time’ appointees is that they are remunerated for their service on an “as and when required” basis. Part-time appointees are classified as Category D under the definition of “Order in Council Appointees” in Part 1, section 3 of the Terms and Conditions of Employment for Excluded Employees and Appointees.
- 6.2 Part-time appointees are entitled to those terms and conditions expressly specified under Category D in part 10 of the Terms and Conditions of Employment for Excluded Employees and Appointees.
- 6.3 Remuneration for part-time appointees for each twenty-four-hour day in respect of work carried out for a tribunal must not exceed the maximum daily rate for their position and classification as set out below:

<b>Part Time Remuneration – Maximum Daily Rate</b>			
<b>Classification</b>	<b>Chair</b>	<b>Vice Chair</b>	<b>Member</b>
Level 1	\$600	\$500	\$425
Level 2	\$650	\$550	\$450
Level 3	\$725	\$625	\$500
Level 4	\$800	\$700	\$575
Level 5	\$900	\$800	\$650

- 6.4 The maximum daily rate applies to a medical practitioner appointed to a tribunal on the basis of a requirement for their clinical expertise. If there are documented recruitment and retention challenges, the tribunal’s remuneration plan may set rates up to the relevant amounts negotiated in agreements between the BC Medical Association (Doctors of BC), the Government of British Columbia, and the Medical Services Commission.
- 6.5 A tribunal’s remuneration plan may set remuneration for the following up to the applicable part-time vice chair rates:
- 6.5.1 Appointees who are expressly required by the tribunal’s enabling legislation to hold a professional accreditation in order to be appointed to the tribunal.
- 6.5.2 Appointees with qualifications deemed by the minister to be specifically relevant and required to fulfil the tribunal’s mandate.
- 6.5.3 Appointees designated to:
- Preside at a multi-person panel hearing.
  - Conduct a hearing as a single-person panel.
  - Conduct a dispute resolution process.
  - BC Review Board as an alternate chair under section 672.38(1) of the federal Criminal Code (R.S., 1985, c. C-46).
- 6.6 The tribunal’s remuneration plan must manage remuneration for part-time appointees in line with the following principles or guidelines:
- 6.6.1 The remuneration plan must set remuneration rates and how remuneration is calculated in respect of work carried out for the tribunal. Remuneration may be set as an hourly rate, a full- or half-day per diem rate, or as a flat rate per file or case assigned, or a combination of such measures.
- 6.6.2 Appointees may not be remunerated more than one half of the applicable daily rate for attending a tribunal hearing or in-person meeting that lasts four hours or less.

- 6.6.3 A tribunal hearing includes a final or interim hearing, a pre-hearing conference or a dispute resolution process, and may include a hearing conducted by telephone or video conferencing.
- 6.7 The remuneration plan may set remuneration and policies for:
- 6.7.1 Undertaking duties on behalf of the tribunal, other than a hearing or in-person meeting. These duties may include:
- conducting hearings by written submissions;
  - preparing for hearings or dispute resolution processes;
  - writing reasons for decisions;
  - preparing policy documents or proposals;
  - required professional development or training; and
  - other duties as requested by the chair or their designate.
- 6.7.2 Instances where a scheduled hearing is cancelled on short notice. In setting such policies, chairs are encouraged to consider assigning the appointee additional duties in lieu of the hearing time where possible.
- 6.7.3 Travel time to and from hearings and meetings where the location of the hearing or meeting is more than 32 kms from the appointee's residence.
- 6.8 Part-time appointees are entitled to be reimbursed for transportation, accommodation, meal and out of pocket expenses incurred in the course of their duties as an appointee of a tribunal, in accordance with the Group 2 rates, policies, and procedures outlined in the *Terms and Conditions of Employment for Excluded Employees and Appointees*, or as otherwise specified in the tribunal remuneration plan.
- 6.9 Appointees are not entitled to be reimbursed for professional dues, membership fees, insurance or other costs, except as otherwise provided by the Attorney General related to Law Society fees.
- 6.10 An appointee is not entitled to be paid for time spent attending social events.
- 6.11 Part-time appointees are to be indemnified by the Minister of Finance in accordance with the procedures for indemnification set out in the Guarantees and Indemnities Regulation 258/87 of the *Financial Administration Act*.
- 6.12 Remuneration paid to part-time appointees:
- Is not subject to CPP or EI deductions if such appointees are not engaged in pensionable or insurable employment under federal CPP and EI legislation.

- Is subject to income tax withholding and is to be reported annually to the Canada Revenue Agency on a T4 Supplementary Slip.
- No GST is payable or collectable on the appointee's services because the appointee provides their services in the course of holding an office and is therefore not engaged in business or commercial activity for the purposes of the federal *Excise Tax Act*. Therefore, the appointee is not making any taxable supplies and no GST is payable or collectable on the appointee's services.

## **7. APPOINTMENT TO MULTIPLE TRIBUNALS**

- 7.1 To the extent possible, the remuneration for an individual appointed to multiple tribunals should reflect the specific remuneration rates and time commitment to each tribunal.
- 7.2 An individual appointed to multiple tribunals may not receive more than their maximum daily rate in a 24-hour period pertaining to their highest classification rate unless the circumstances in section 3.4 (extraordinary circumstances) apply.
- 7.3 Where the chair of an administrative tribunal or regulatory board is cross-appointed as the chair of another regulatory tribunal or regulatory board, or appointed as an "executive chair", the minister may approve additional remuneration not to exceed \$25,000 or 20% of the highest applicable remuneration rate, whichever is lower.
- 7.4 Where the vice chair of an administrative tribunal or regulatory board is cross-appointed as the vice chair of another regulatory tribunal or regulatory board, the Minister may approve additional remuneration not to exceed \$15,000 or 10% of the highest applicable remuneration rate, whichever is lower.

## **8. ROLES AND RESPONSIBILITIES**

- 8.1 **Treasury Board** establishes and may revise these Remuneration Guidelines and may consider requests for exceptions to these Remuneration Guidelines.
- 8.2 The Appointee Remuneration Committee:**
- 8.2.1 Is responsible for classifying new tribunals, or re-classifying existing tribunals, in accordance with the criteria are set out in Schedule 1 to these Remuneration Guidelines.

- 8.2.2 Administers requests for exceptions to these Remuneration Guidelines to Treasury Board for decision and provides support and recommendations to Treasury Board in its deliberations.
- 8.2.3 Reviews proposed tribunal remuneration plans or amendments and provides recommendations to the minister prior to the minister's approval of the new or amended remuneration plan.
- 8.2.4 Resolves any conflicts between these Remuneration Guidelines and an approved tribunal remuneration plan.
- 8.2.5 Meets at the call of the Appointee Remuneration Committee Chair.
- 8.2.6 Maintains and makes available publicly on the Public Sector Employers' Council Secretariat website these Remuneration Guidelines, lists of the administrative tribunals and regulatory boards, links to provisions such as the *Terms and Conditions of Employment for Excluded Employees and Appointees*, and other relevant documents and information.
- 8.2.7 Monitors annual remuneration disclosure and may prescribe the format and timelines in which disclosure must occur.
- 8.2.8 Reviews these Remuneration Guidelines and makes recommendations to Treasury Board as required, or at least every three years.

**8.3 The Public Sector Employers' Council Secretariat** acts as the secretariat to the Appointee Remuneration Committee and ensures remuneration and classification information is publicly available.

**8.4 The minister responsible for a tribunal:**

- 8.4.1 Will establish and maintain a remuneration plan for the tribunal.
- 8.4.2 May not delegate the approval of a remuneration plan or amendments to a remuneration plan. For added clarity, approving a remuneration plan is distinct from remuneration adjustments for individual appointees. The approval of remuneration increases for individual appointees may be delegated consistent with the process or criteria established in the tribunal's remuneration plan.
- 8.4.3 Will request the Appointee Remuneration Committee to classify any new tribunal established by legislation.



- 8.4.4 Will request the Appointee Remuneration Committee to consider a reclassification of a tribunal if its mandate is changed significantly.
- 8.4.5 Will request the Appointee Remuneration Committee to review and make recommendations prior to the minister's approval of a tribunal's remuneration plan or subsequent amendments to the plan.
- 8.4.6 May seek a temporary exception from the Appointee Remuneration Committee or a permanent exemption from Treasury Board to the remuneration provisions of these Remuneration Guidelines. In either case, the minister must submit the request through the Appointee Remuneration Committee.
- 8.4.7 Will provide actual remuneration information to the Appointee Remuneration Committee when requested and make such information available on the ministry website if there is no tribunal website.

**8.5 The Administrative Tribunal or Regulatory Board**, as overseen by the chair, administers the remuneration, benefits, and expenses payable to appointees:

- 8.5.1 In accordance with these Remuneration Guidelines and the remuneration plan for their tribunal.
- 8.5.2 In accordance with the classification determination of the Appointee Remuneration Committee or Treasury Board.
- 8.5.3 Ensures actual remuneration and reimbursement information, as requested by the Appointee Remuneration Committee, is provided to the minister and PSEC Secretariat and is publicly available on the tribunal or ministry website.

## **9. EXCEPTIONS**

BC Securities Commission: Appointee remuneration is established as an exception to the remuneration set out in these Remuneration Guidelines.

## **10. EFFECTIVE DATE**

These Remuneration Guidelines are effective May 1, 2020.

## **Schedule 1**

### **Administrative Tribunal and Regulatory Board Classification Structure Criteria**

Criteria on which administrative tribunals and regulatory boards are to be classified for the purposes of this directive include:

- Primary legislation, regulations and policies
- Accountability and subsequent review processes: level, deference by the courts and privative clause
- Public policy role as defined in legislation
- Scope/focus of function
- Case complexity
- Procedural complexity: complexity of dispute prevention and/or resolution process
- Alternative dispute resolution processes and innovation
- Participant needs
- Scope and complexity of decision-making and skills required
- Strategic importance to government and public policy
- Strategic importance to industry or sector
- Impact on individuals
- Required knowledge, skills, expertise, and experience
- Requirement for external engagement, either with communities, industry, sector, government representatives, Indigenous communities, or professions
- Expectations to generate and implement innovation

Criteria for exceptional responsibilities on which chairs of administrative tribunals and regulatory boards are to be classified for the purposes of this directive include:

- All the criteria of the administrative tribunal and regulatory boards of which the chair is responsible
- Complexity of the role: oversight on decisions, HR responsibilities
- Responsibility for more than one administrative tribunal or regulatory board
- Responsibility for an administrative pod
- Overarching responsibilities across administrative tribunals and regulatory boards such as leadership, systems, engagement



October 1, 2021

Ref: 250113

Michelle LaBounty  
**Email: [mlabounty@wvschools.ca](mailto:mlabounty@wvschools.ca)**

Dear Ms. LaBounty:

I am pleased to advise you that pursuant to section 9 of the *Teachers Act*, you have been appointed to the British Columbia Teachers' Council (BCTC) for a term ending April 23, 2024.

Attached please find an indemnity form. Please fill it out and return it to the Ministry of Education by email to [Kim.Dionne@gov.bc.ca](mailto:Kim.Dionne@gov.bc.ca) or mail to:

Ministry of Education  
400-2025 West Broadway  
Vancouver BC V6J 1Z6

Also attached is an Oath of Office form. This form must be signed within 45 days after the effective date of your appointment. You may take the oath before the Director of Certification at the Teacher Certification Branch, a Justice of the Peace, or the Secretary Treasurer of a Board of Education. New this year is an option to complete the oath virtually via Zoom. A representative from the Professional Excellence Unit – secretariat for the BCTC will reach out to schedule a meeting to complete the oath should you wish to complete this virtually.

The completed oath must be presented to the Director of Certification within the time limit noted. If the deadline is not met, the office will be vacant, and the Minister may appoint a person to fill the vacancy.

The BCTC is considered a level 2 board by government's Appointee Remuneration Committee and, as such, you will be eligible for remuneration at the level 2 rate set out in the attached Treasury Board Directive 2/20, Remuneration Guidelines for Appointees to Crown Agency Boards. Please see sections 5 and 6 for further details regarding remuneration and section 7 for details on expense reimbursement for BCTC members.

If you require further information regarding the BCTC please contact Shawn McMullin, Director, Teacher Certification Branch by phone at (604) 655-5729 or by email at [Shawn.McMullin@gov.bc.ca](mailto:Shawn.McMullin@gov.bc.ca).

.../2

Congratulations on your appointment and thank you for your willingness to serve on the BCTC.

Sincerely,



Jennifer Whiteside  
Minister

Attachments: 1. Appointment order  
2. Indemnity form  
3. Oath of Office  
4. Treasury Board Directive 2/20

pc: Darren Danyluk, President, BCPVPA  
Kevin Reimer, Executive Director, BCPVPA  
Shawn McMullin, Director, Professional Excellence Unit, Ministry of Education  
Kim Dionne, Administrative Assistant, Professional Excellence Unit,  
Ministry of Education  
Lianna Olson, Director, Crown Agency and Board Resourcing Office,  
Ministry of Finance  
Tracie Carlson, Legislation and Appointments Coordinator, Ministry of Education

**PROVINCE OF BRITISH COLUMBIA**

Ministerial Order No. M370

**ORDER OF THE MINISTER OF EDUCATION**

I, Jennifer Whiteside, Minister of Education, order that:

1. Vandy Corrinne Britton and Michelle Anne Clarice LaBounty Huskilson are appointed to the British Columbia Teachers' Council, each for a term ending April 23, 2024.
2. Vandy Corrinne Britton is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2024.
3. Terence Charles Thomas Berting is appointed to the Disciplinary and Professional Conduct Board for a term ending on April 23, 2022.
4. The individuals appointed under section 1 shall receive
  - a. remuneration as set out in paragraph 5.13, and
  - b. reimbursement for expensesas Level 2 appointees under Treasury Board Directive 2/20.
5. The individuals appointed under sections 2 and 3 shall receive
  - a. receive remuneration at the Group 1 level, and
  - b. be reimbursed for expensesas set out in paragraph 6 of Treasury Board Directive 1/20.

October 1, 2021

Date



Minister of Education

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*(This part is for administrative purposes only and is not part of the Order.)*

**Authority under which Order is made:**

Act and section: Teachers Act, SBC 2011, c. 19, s. 9, 26 and 29(4)

Other (specify): \_\_\_\_\_



# GOVERNMENT APPOINTEES TO AGENCIES, BOARDS AND COMMISSIONS INDEMNITY

Her Majesty the Queen in Right of the Province of British Columbia (the "Province") has agreed to grant this Indemnity on the terms and conditions hereinafter set forth to Michelle Anne Clarice LaBounty Huskilon (the "Appointee")

who has been appointed to BC Teachers' Council (the "Entity").  
(NAME OF ENTITY)

- Notwithstanding the actual date of execution and delivery of this Indemnity, the term of this Indemnity will be conclusively deemed to commence on the day upon which the appointment first became effective and will end on the effective date of termination of the appointment, provided however, this indemnity will remain in full force and effect in respect of all acts or omissions covered hereunder occurring during the term.
- Subject to sections 3, 4, and 6 of this Indemnity, the Province will indemnify and save harmless the Appointee from and against any and all claims, liabilities, losses, damages, costs, charges and expenses which the Appointee may sustain, incur or be liable for in carrying out the duties as Appointee to the Entity.
- The Province will not be obligated to indemnify or save harmless the Appointee from and against any claim, liability, loss, damage, cost, charge, or expense arising out of any act, error or omission of the Appointee that results from the Appointee failing to act honestly or in good faith or in the best interests of the Entity, or that arises out of any act, error or omission outside the course of the Appointee's duties, or for any fine or penalty imposed on the Appointee by law, or arising out of a dishonest, fraudulent, criminal or malicious act.
- The Province will not be obligated to indemnify or save harmless the Appointee in respect of any liability against which the Appointee is entitled to be indemnified pursuant to any valid and collectible policy of insurance. Where a partial indemnity is provided by such insurance, the obligation of the Province will be limited to that portion of the liability for which an indemnity is not provided by such policy, subject to the conditions of this Indemnity.
- In the event the Province indemnifies the Appointee in accordance with this Indemnity, the Province will be subrogated to all rights of the Appointee.
- Upon the Appointee becoming aware of any pending or threatened claim, action, suit or proceeding by which the Province could become liable under this Indemnity, written notice will be given by or on behalf of the Appointee to the Province as soon as is practicable.
- Subject to section 6 of this Indemnity, the Province will defend, at its expense, any suit, action or proceeding, against the Appointee that, if successful, would result in a liability contemplated by section 2 (except in respect of criminal proceedings or any liability for which the Appointee is entitled to be indemnified pursuant to any valid and collectible policy of insurance).
- Any notice, statement, other document or payment that either party may be required or may desire to give or deliver to the other will be conclusively deemed validly given or delivered to and received by the addressee, if delivered personally, on the date of such personal delivery or, if mailed, on the fifth business day after the mailing of the same in British Columbia by prepaid post addressed, or if sent by fax, on the day of transmission, if to the Province at:

PO Box 9405 Stn Prov Govt  
Victoria BC V8W 9V1

Fax Number: 250 356-6222  
Attention: Executive Director  
Risk Management Branch  
Ministry of Finance

and, if to the Appointee, at the address or fax number as shown on this Indemnity, or at such changed address/fax number as the parties will have duly notified one another.

- This Indemnity will be construed in accordance with and be governed by the laws of the Province of British Columbia.

This indemnity is given on behalf of the Province by a duly authorized representative of Minister Jennifer Whiteside  
(LIEUTENANT GOVERNOR IN COUNCIL OR MINISTER)

the form of which has been approved by the Executive Director, Risk Management Branch, Ministry of Finance.

X *Shirley Purdy*  
(WITNESS SIGNATURE)

X *[Signature]*  
(AUTHORIZED REPRESENTATIVE OF THE PROVINCE SIGNATURE)

The Appointee, Michelle Anne Clarice LaBounty Huskilon, of s.22  
(PRINT NAME OF APPOINTEE) (ADDRESS OF APPOINTEE AND FAX NUMBER, IF ANY)

hereby agrees to the terms of this Indemnity.

The Appointee represents and warrants to the Province that, to the best of the Appointee's knowledge, there are no actions, suits or proceedings pending or threatened that could lead to a claim, liability, loss, damage, cost, charge or expense described in section 2 of this Indemnity except:  
(INSERT "NONE" OR DESCRIPTION)

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

X \_\_\_\_\_  
(WITNESS SIGNATURE) PRINT NAME AND ADDRESS

X \_\_\_\_\_  
(APPOINTEE SIGNATURE)

**THIS INDEMNITY CONTAINS CLAUSES THAT LIMIT COVERAGE AND REQUIRE CERTAIN PERFORMANCE BY THE APPOINTEE**



**OATH OF OFFICE FOR BRITISH COLUMBIA TEACHERS' COUNCIL  
MEMBERS AND PANEL MEMBERS**

I, Michelle Anne Clarice LaBounty Huskilson (Michelle LaBounty) do swear / solemnly affirm *[circle one]* that, in the exercise of my powers and the performance of my duties as a member of the British Columbia Teachers' Council or as a panel member:

- I will abide by the *Teachers Act* and act in accordance with the law and the public trust placed in me;
- I will act impartially and with integrity, putting the interests of the public above my own personal interest and the interests of any organization with which I am affiliated;
- I will avoid all conflicts of interest, whether real or perceived, declare any private interests relating to my public duties and take steps to resolve any conflicts arising in a manner that protects the public interest;
- I will conduct myself honestly and ethically, in a manner that maintains and enhances the public's trust and confidence in the governance of the teaching profession and does not bring it into disrepute;
- I will safeguard confidential information, not divulging it unless I am either authorized to do so or required to do so by law;
- I will base my decisions on the objective evidence that is available to me;
- I will ensure that other memberships, directorships, voluntary or paid positions or affiliations remain distinct from work undertaken in the course of exercising my powers or performing my duties as a council member or panel member;

So help me God. *[omit this phrase in affirmation]*

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Witness

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Signature of Council Member / Panel Member

---

Date

**TREASURY BOARD DIRECTIVE**

**TO ALL:** MINISTERS  
DEPUTY MINISTERS  
ASSOCIATE DEPUTY MINISTERS  
ASSISTANT DEPUTY MINISTERS, CORPORATE SERVICES  
SENIOR FINANCIAL OFFICERS

**DIRECTIVE:** 2/20

**SUBJECT:** Remuneration Guidelines for Appointees to Ministry and Crown Agency Boards

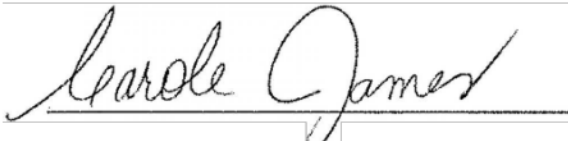
**AUTHORITY:** This Directive is issued pursuant to sections 4 and 27 of the *Financial Administration Act* and other applicable enactments

**APPLICATION:** This Directive applies to appointees to Ministry and Crown Agency Boards

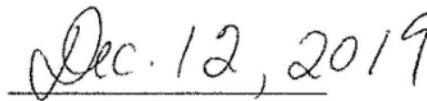
**POLICY:** SEE APPENDIX 1

**REPEAL OF EXISTING POLICIES:** Treasury Board Directive 2/17

**EFFECTIVE DATE:** April 1, 2020



Honourable Carole James  
Chair, Treasury Board



Date



**TREASURY BOARD DIRECTIVE**

**APPENDIX 1**

**REMUNERATION GUIDELINES  
FOR APPOINTEES TO  
MINISTRY AND CROWN AGENCY BOARDS**

## 1. **POLICY OBJECTIVES**

- 1.1 Ministry and Crown agency boards play a vital role in advancing the Government of British Columbia's policy priorities and objectives and in providing valuable public services such as hydro-electric operations, schools, and health and social services. Strong and effective ministry and Crown agency board governance is an important element of government's commitment to transparent and accountable government.
- 1.2 Appropriate remuneration for work performed by appointees to ministry and Crown agency boards is part of good governance. In the public sector, the maximum remuneration level should underscore the importance and professional nature of board work and attract and retain qualified individuals to serve. At the same time, there is underlying recognition that service on the board of a ministry or Crown agency entails an element of public service, varying in degree depending on the nature of the organization.
- 1.3 The policy objectives of these Remuneration Guidelines are to:
  - 1.3.1 Ensure a consistent and transparent approach to remuneration and expense reimbursement for appointees.
  - 1.3.2 Affirm the importance and professional nature of the work that appointees perform.
  - 1.3.3 Establish proportionality of remuneration between ministry and Crown agency boards.
  - 1.3.4 Attract and retain highly-qualified individuals who reflect the diverse identities of British Columbians and the province's commitment to gender equity and to true and lasting reconciliation with Indigenous peoples in British Columbia.
  - 1.3.5 Recognize there is a varying degree of public service expected from all appointees to ministry and Crown agency boards.

## 2. **DEFINITIONS**

**“advisory board”** means a board that does not hold or exercise governance responsibilities over a legal entity and includes ad hoc, time limited, or project-specific entities tasked with public engagement and/or delivering formal reports or recommendations to government.

**“appointee”** means an individual appointed by the Lieutenant Governor in Council, a minister responsible, or another individual with delegated authority, to serve on the board of a ministry or Crown agency. The appointee may be designated chair, director, member, or some such equivalent description.

**“Appointee Remuneration Committee”** means the committee established by Treasury Board to administer these Remuneration Guidelines.

**“board”** means a governing agency, board, commission, committee, council, advisory board, or such equivalent description, established by government, a minister or Crown agency, with or without governing legislation.

**“board committee”** means any committee established on a permanent or ongoing basis by the board of a ministry or Crown agency to assist the board in carrying out its work.

**“Crown agency”** means an organization, other than a ministry, within the Government Reporting Entity that is administered with varying levels of independence from Government. Crown agencies are within Government’s control under standards defined in the Public Sector Accounting Handbook. The primary test for control is that Government appoints more than fifty percent of the appointees. Crown agencies typically include commercial Crown corporations, service delivery Crown corporations, boards of education, health authorities, and post secondary colleges and institutions, universities, Crown agency subsidiaries, and advisory boards.

**“Crown Agency Registry”** means the list of all Government of British Columbia Crown agencies as maintained by the Crown Agencies and Board Resourcing Office.

**“Crown agency subsidiary”** means a wholly owned or majority owned subsidiary of a Crown agency.

**“meeting fee”** means a payment made to an appointee as remuneration for attending a board meeting or board committee meeting, or for other meetings and/or work undertaken attending to the business of the board.

**“Minister”** means the Minister who is accountable to government for the board. The Minister may delegate authority to another individual to carry out the responsibilities of the Minister in these Remuneration Guidelines.

**“Remuneration Grid”** means the grid of six remuneration levels into which ministry and Crown agency boards may be classified by the Appointee Remuneration Committee. These provisions are set out in section 5 of these Remuneration Guidelines.

**“retainer”** means a fixed annual amount payable to an appointee for overall board service including preparation time and travel time.

### 3. **APPLICATION**

- 3.1 These Remuneration Guidelines govern the maximum remuneration and expense reimbursement payable to appointees who serve on the boards of ministries and Crown agencies except administrative tribunals and regulatory boards which are governed by Treasury Board Directive 1/20.
- 3.2 The criteria used to determine whether a ministry or Crown agency board falls within the scope of application of these Remuneration Guidelines are:
- The Government of British Columbia appoints more than fifty percent of the members on the board.
  - The organization is within the Government Reporting Entity.
  - The board is operating within an area of direct and active interest of the Government of British Columbia (this is an overarching criterion).
- 3.3 Classification determinations under these Remuneration Guidelines are made by the Appointee Remuneration Committee.
- 3.4 Unless classification has been determined by the Appointee Remuneration Committee, appointees are entitled only to reimbursement for expenses in accordance with section 7 of these Remuneration Guidelines.
- 3.5 Treasury Board may provide direction to the Appointee Remuneration Committee to grant exceptions to the Remuneration Guidelines.

### 4. **ROLES AND RESPONSIBILITIES**

- 4.1 **Treasury Board** establishes, and may revise from time to time, these Remuneration Guidelines and may consider requests for exceptions to these Remuneration Guidelines.
- 4.2 **The Appointee Remuneration Committee:**
- 4.2.1 Classifies new, or reviews for re-classification existing ministry or Crown agency boards upon application by the minister, or under its own initiative.
- 4.2.2 May approve remuneration exceptions that fall within the following parameters:
- 4.2.2.1 With respect to a Level 1 advisory board, the Appointee Remuneration Committee may provide an exemption for some or all of the appointees to be remunerated up to the relevant maximums for a Level 2 board;
- 4.2.2.2 With respect to a time-limited or project-specific Level 1 advisory board, the Appointee Remuneration Committee may provide an exemption for

some or all of the appointees to be remunerated up to the relevant maximums for a Level 4 board for a period not to exceed 18 months.

4.2.2.3 With respect to extraordinary circumstance where a board or its chair is required to contribute time over and above the 'ordinary' expected commitment, the Appointee Remuneration Committee may provide an exemption for some or all of the appointees to receive additional remuneration not to exceed 50 percent of the remuneration that is otherwise available to the appointees, for a period not to exceed six months.

4.2.2.4 The criteria used to determine an exception are:

- time-commitment;
- level of expertise required of the board members;
- significance of impact of the advice provided;
- contribution towards reconciliation with Indigenous peoples in British Columbia; and
- gender and diversity factors.

4.2.3 Administers requests for exceptions to these Remuneration Guidelines to Treasury Board for decision and provide support and recommendations to Treasury Board in its deliberations.

4.2.4 Meets at the call of the Appointee Remuneration Committee Chair.

4.2.5 Maintains and makes available publicly on the Public Sector Employers' Council Secretariat website these Remuneration Guidelines, lists of the boards by classification level, links to relevant provisions such as the *Terms and Conditions of Employment for Excluded Employees and Appointees*, and other relevant documents and information.

4.2.6 Monitors annual appointee remuneration disclosure and may post a single remuneration disclosure document on the Public Sector Employers' Council Secretariat website.

4.2.7 Reviews these Remuneration Guidelines and makes recommendations to Treasury Board as required, or at least every three years.

4.3 **The Public Sector Employers' Council Secretariat** acts as the secretariat to the Appointee Remuneration Committee and ensures remuneration and classification information is publicly available.

4.4 **The Crown Agencies and Board Resourcing Office** maintains the Crown Agency Registry.

4.5 **The minister** responsible for a board:

4.5.1 Makes applications to the Appointee Remuneration Committee:

- 4.5.1.1 To classify a new ministry or Crown agency board prior to appointing its members;
- 4.5.1.2 To re-evaluate a classification where there is material change to a ministry or Crown agency board mandate;
- 4.5.1.3 To seek a time-limited remuneration exemption for extraordinary circumstances where a board or its chair is required to contribute time over and above the 'ordinary' expected commitment or if it is expected that there will be a significant temporary decline from the 'ordinary' expected commitment;
- 4.5.1.4 To seek a permanent exception to these Remuneration Guidelines for Treasury Board decision.

4.5.2 Establishes or approves a remuneration policy for a board that:

- 4.5.2.1 Sets the retainer amount and meeting fees up to the maximum amounts permitted in the Remuneration Grid for appointees to their ministry and Crown agencies.
- 4.5.2.2 May differentiate retainer amounts provided to appointees within boards, up to the maximum amounts in the Remuneration Grid, to recognize varying skills and experience or to provide internal equity when recognizing varying travel requirements.
- 4.5.2.3 Determines the number of meetings up to the maximum number permitted in section 5.9 of these Remuneration Guidelines for appointees in their ministry and Crown agencies.
- 4.5.2.4 May specify other remuneration policies consistent with these Remuneration Guidelines.
- 4.5.2.5 Provides an explanation as to the treatment of appointees for the purposes of the Personal Income Tax withholdings, Goods and Services Tax (GST), Canada Pension Plan (CPP), and Employment Insurance Act (EI) schemes.

4.5.3 Ensures the remuneration payable to appointees is in accordance with these Remuneration Guidelines and the remuneration policy established under section 4.5.2.

4.5.4 Provides actual remuneration information and the remuneration policy established under section 4.5.2 to the Appointee Remuneration Committee as per its request and makes such information available on the ministry website, if there is no agency or board website.

4.5.5 Notifies the Appointee Remuneration Committee and the Crown Agencies Board Resourcing Office when a new ministry or Crown agency board is created, regardless of whether its appointees receive remuneration, and when any other changes are required to the Crown Agency Registry.

**4.6 The ministry or Crown agency staff:**

4.6.1 Administers the remuneration, benefits, and expenses payable to appointees in accordance with these Remuneration Guidelines and the remuneration policy established under section 4.5.2.

4.6.2 Ensures actual remuneration information, as requested by the Appointee Remuneration Committee, is provided to the minister and this information, along with the remuneration policy established under section 4.5.2 is publicly available on the board, Crown agency or ministry website.

4.7 **The board chair** oversees the remuneration and expenses paid to appointees in accordance with section 4.6 of these Remuneration Guidelines.

**5. REMUNERATION FRAMEWORK**

5.1 Upon application by the relevant minister, or upon its own initiative, the Appointee Remuneration Committee will classify a ministry or Crown agency board into one of six level. In determining the classification of each ministry or Crown agency, the Appointee Remuneration Committee shall consider the following criteria:

5.1.1 The type of ministry and Crown agency (commercial, service delivery or advisory board).

5.1.2 The complexity of the service provided (provide advice or produce a product; provide a service or deliver a program; direct agents or manage contracts; coordinate service or program delivery).

5.1.3 The size and complexity of the operation (budget; multiple lines of business; organizational structure; geographical representation).

5.1.4 The degree of knowledge and specialized skills required.

5.1.5 The board's strategic importance to the Province (financial policy, social policy, economic policy, and infrastructure).

- 5.1.6 Comparability among the ministry and Crown agency boards for internal consistency and fairness.
- 5.2 No one criterion will be determinative, but the general expectation will be that the classification will align with the following:
- |         |   |
|---------|---|
| Level 1 | Advisory Boards   |
| Level 2 | Small Service Delivery Crown Corporations<br>Decision Making Boards (not a separate legal entity)<br>Other Boards with Service/Program Responsibilities (not a separate legal entity) |
| Level 3 | Mid-size Service Delivery Crown Corporations  |
| Level 4 | Small Commercial and Major Service Delivery Crown Corporations  |
| Level 5 | Health Authorities and Large Commercial Crown Corporations  |
| Level 6 | Major Commercial Crown Corporations   |
- 5.3 There is no requirement that appointees be paid, nor that they be paid at maximum rates.
- 5.4 Remuneration amounts provided to appointees within a board may be differentiated to recognize varying skills, experience and knowledge, or to provide internal equity when recognizing varying travel requirements.
- 5.5 Remuneration cannot be provided in excess of the maximum amounts specified for the level at which the applicable ministry or Crown agency board is classified unless an exception has been approved by the Appointee Remuneration Committee or Treasury Board.
- 5.6 All appointees are eligible for reimbursement of expenses in accordance with section 7 of these Remuneration Guidelines.
- 5.7 **Meeting fees:**
- 5.7.1 May be provided for travel time to and from board business when the destination location for meetings is more than 32 kilometres from the appointee's residence and the appointee does not receive a retainer.
- 5.7.2 Meeting fees are not provided for preparation time for board meetings, or appointee education, conferences, or social functions associated with board business.
- 5.7.3 The amount of the meeting fee may be prorated to the length of the meeting (including applicable travel time) and must not exceed the maximum amounts set out for the level in the Remuneration Grid assigned to the board. If the



meeting lasts longer than four hours in a twenty-four-hour day, up to the full meeting fee may be payable. If the meeting lasts four hours or less in a twenty-four-hour day, up to one-half of the meeting fee may be payable.

#### **5.8 Retainers:**

- 5.8.1 May be payable to appointees in levels 3 through 6 for overall board service, including preparation time and travel time.
- 5.8.2 Appointees receiving retainers are not eligible for meeting fees provided to remunerate for travel time.
- 5.8.3 Retainers may be paid for services rendered, quarterly or annually.
- 5.8.4 Retainers may be paid in advance of service, quarterly for example, subject to reimbursement for no service provided (if an appointee received a quarterly retainer on January 1 but resigned or the appointment was rescinded on January 31, the appointee must reimburse the amount associated with the subsequent three months).

#### **5.9 Level 1 appointees:**

- 5.9.1 Level 1 chairs are eligible for meeting fees in accordance with sections 4 and 5 of these Remuneration Guidelines and at the discretion of the minister.
- 5.9.2 Level 1 appointees, other than the chairs, do not receive any form of remuneration (neither retainers nor meeting fees) unless an exception has been provided under section 4.2.2.

#### **5.10 Level 2 appointees**, including the chairs, are eligible for meeting fees in accordance with sections 4 and 5 of these Remuneration Guidelines and at the discretion of the minister.

#### **5.11 Level 3 through 6 appointees**, including the chairs, are eligible for annual retainers and meeting fees in accordance with sections 4 and section 5 of these Remuneration Guidelines and at the discretion of the minister.

#### **5.12 Crown agency subsidiary board appointees:**

- 5.12.1 Appointees are not entitled to additional remuneration for time spent on business of the Crown agency subsidiary unless:
  - 5.1.1.1 The subsidiary operates as a stand-alone operating entity with its own board.
  - 5.1.1.2 The Crown agency subsidiary board has been classified by the Appointee Remuneration Committee.

5.1.1.3 In general, the classification of a Crown agency subsidiary board, and associated remuneration, would not be higher than the remuneration paid in respect of the Crown agency parent board.

5.12.2 Appointees to Crown agency subsidiary boards are eligible for reimbursement of expenses in accordance with section 7 of these Remuneration Guidelines.

### 5.13 Remuneration Grid:

Maximum Remuneration	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6
<b>Retainer – Chair</b>	0	0	6,000	15,000	15,000	30,000
<b>Retainer – Appointee</b>	0	0	3,000	7,500	7,500	15,000
<b>Retainer – Audit Cttee Chair</b>	0	0	2,000	3,000	5,000	5,000
<b>Retainer – Other Cttee Chair</b>	0	0	1,000	2,000	3,000	3,000
<b>Meeting Fee – Chair</b>	350	350	300	500	500	750
<b>Meeting Fee – Appointee</b>	0	250	300	500	500	750

5.14 The maximum number of full day meeting fees is limited as follows:

5.14.1 Level 1 board chairs – 18 meetings per year.

5.14.2 Level 2, 3, 4, 5, and 6 board appointees, other than the chairs – 30 meeting fees per year.

5.14.3 Level 2, 3, 4, 5, and 6 board chairs – 60 meeting fees per year.

5.15 Not more than the equivalent of one full day meeting fees will be paid to any appointee for each twenty-four-hour day in respect of attendance at board or subcommittee meetings and for other meetings attending to the business of the board. An appointee may receive additional remuneration during the same day in respect of meetings of another board.

## 6. **ADDITIONAL REMUNERATION PAYMENT GUIDELINES**

6.1 Appointees who receive remuneration in respect of their membership on a ministry or Crown agency board from a source outside government (e.g., industry) shall not receive any additional remuneration under these Remuneration Guidelines.

6.2 Members of the Legislative Assembly are not generally eligible for appointment to a ministry or Crown agency board. In the unusual event that they are appointed, Members

of the Legislative Assembly will not receive any additional remuneration beyond the remuneration and rates of reimbursement for travel expenses to which they are entitled by virtue of their position or employment. Travel expenses incurred as a result of their ministry or Crown agency board duties will be reimbursed by the ministry responsible for the organization, and not by the board.

- 6.3 Government employees are not generally eligible for appointment to a ministry or Crown agency board. Government employees may only be appointed in limited instances such as periods of transition (e.g., start-up and wind-down) and for limited purpose entities established for a limited term. Employees who are appointed to a ministry or Crown agency board as part of their employment will not receive any additional remuneration beyond the remuneration and rates of reimbursement for travel expenses to which they are entitled by virtue of their position or employment. Travel expenses incurred as a result of their ministry or Crown agency board duties will be reimbursed by the ministry responsible for the board, and not by the board.
- 6.4 An employee of a Crown agency, in his or her individual capacity, may on occasion be appointed to the board of a ministry or another Crown agency whose mandate and operations are wholly unrelated to the appointee's Crown agency employer. In such circumstances, and provided that the appointee is appointed in his or her individual capacity, the appointee shall be entitled to remuneration and expenses in accordance with these Remuneration Guidelines.
- 6.5 Remuneration will be paid only to the individual named on the instrument appointing that individual to a ministry or Crown agency board.
- 6.6 Appointees to ministry and Crown agency boards are not employees and are not covered by the Government of British Columbia's *Terms and Conditions of Employment for Excluded Employees and Appointees*. Ministers must ensure that at no time is an employer/employee relationship established.
- 6.7 Remuneration paid to appointees is subject to Personal Income Tax withholding and is to be reported annually to the Canada Revenue Agency on a T4 Supplementary Slip.
- 6.8 Limited reimbursements and risk management losses may be provided consistent with part 10 of the *Terms and Conditions of Employment for Excluded Employees and Appointees* for Category D appointees.

**7. BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT GUIDELINES**

- 7.1 Appointees incurring transportation, accommodation, meal and out of pocket expenses in the course of their duties as members of a ministry or Crown agency board will be reimbursed in accordance with Group 2 rates, policies, and procedures as outlined in the *Terms and Conditions of Employment for Excluded Employees and Appointees*.
- 7.2 Appointees will not be reimbursed for professional dues or membership fees.

**8. EXCEPTIONS**

These Remuneration Guidelines apply to the Electoral Boundaries Commission and Judicial Compensation Commission except for the classification and remuneration rate. The remuneration rate will be reviewed and approved by the Appointee Remuneration Committee when required.

**9. EFFECTIVE DATE**

These Remuneration Guidelines are effective on April 1, 2020.