

**MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL  
AND  
MINISTRY OF ATTORNEY GENERAL  
CORPORATE MANAGEMENT SERVICES BRANCH  
DECISION BRIEFING NOTE**

**PURPOSE:** For DECISION by  
Richard J. M. Fyfe, QC,  
Deputy Attorney General and  
Deputy Minister Responsible for Housing  
**and**  
Mark Sieben,  
Deputy Solicitor General,  
**and**  
Tara Richards, Deputy Minister,  
Emergency Management BC

**ISSUE:**  
The approval process of the current Directive 8 for STOB 75 facilities costs is causing delayed response and administrative inefficiencies and workload.

**DECISION REQUIRED/ RECOMMENDATION:**  
Recommendation of Option 1: Approval of the proposed Directive 8 that outlines new approval thresholds to streamline the process while maintaining appropriate authority levels.

**SUMMARY:**

- Additional processes were added to attain approvals for routine facilities requests as a strategy to create an immediate reduction for spending in September 2019.
- This process has increased the administrative inefficiencies who are approving a high volume of routine facilities requests under STOB 75. These minor cost requests were previously approved by positions having lower expense authority.

**BACKGROUND:**

- In September 2019,
  - Treasury Board required the Ministries of Attorney General (AG) and Public Safety and Solicitor General (PSSG) to make immediate changes to reduce the operational budgets for the fiscal year 2019/2020.
  - Corporate Services Management Branch (CMSB) ADM implemented changes to Directive 8 that increased the number of approval levels required to have STOB 75 costs approved.
  - Directive 8 identified that six signing authority levels are required for STOB 75 requests over \$5,000 as follows.

**CURRENT DIRECTIVE 8**

	Program		FSD Executive Director	AG/PSSG Chief Financial Officer	CMSB Assistant Deputy Minister	AG/PSSG Deputy Minister
	Expense Authority	Assistant Deputy Minister				
Under \$1,000	X					
\$1,000 - \$1,999	X		X			
\$2,000 – \$4,999	X	X	X	X	X	
\$5,000 +	X	X	X	X	X	X

- Treasury Board's budget letter 21/22 excerpt states:  
*STOB 75 (Tenant Improvements):*
  - Deputy Ministers are to ensure an approval framework is in place that provides appropriate executive sign-off on tenant improvements less than \$50,000 and must ensure that ministries have sufficient operating funding to pay for the related amortization costs.
  - If a ministry does not have the resources to pay for the related amortization costs, prior approval must be obtained from the Chair of Treasury Board.
  - All requests for tenant improvements in excess of \$50,000 must be sent to the Real Property Division in CITZ.
- Historic information confirms approximately 2000 individual requests for work under \$2000 and 400 individual requests for costs between \$2000 to \$50,000 are received and approved annually.

**DISCUSSION:**

- The current Directive 8 has six levels of approval that create significant delays in the facility request initiation and schedule, often disproportionate to their cost thresholds.
- The high volume of low-cost requests requiring spending approval creates an enhanced workload for all spending authorities and staff.
- The proposed Directive 8 recommends the following expense type cost approval thresholds with all signatures required for costs over \$250,000.

**PROPOSED NEW DIRECTIVE 8**

	Program		FSD Executive Director	AG/PSSG Chief Financial Officer	CMSB Assistant Deputy Minister	AG/PSSG Deputy Minister
	Expense Authority	Assistant Deputy Minister				
Under \$5,000	X		X*			
\$5,000 - \$49,999	X		X	X		
\$50,000 - \$249,999	X	X	X	X	X	
\$250,000+	X	X	X	X	X	X

\*Under \$5,000 threshold does not include recurring cost items. Recurring cost items must be escalated to FSD ED level for further approval.

**INDIGENOUS PEOPLES CONSIDERATIONS:**

- This issue does not have implications for Indigenous Peoples in BC.

**OPTIONS:**

**Option 1: (Recommended)**

Approval of the proposed Directive 8 that outlines new approval thresholds to streamline the process while maintaining appropriate authority levels.

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**OTHER MINISTRIES IMPACTED/CONSULTED:**

- Attorney General
- Public Safety and Solicitor General, including EMBC

**OPTION NUMBER \_\_\_\_ APPROVED**

\_\_\_\_\_  
Richard J. M. Fyfe, QC  
Deputy Attorney General and Deputy Minister  
responsible for Housing


\_\_\_\_\_  
Date

**OPTION NUMBER \_\_\_\_ APPROVED**

\_\_\_\_\_  
Mark Sieben  
Deputy Solicitor General

\_\_\_\_\_  
Date

**OPTION NUMBER 1 APPROVED**

  
\_\_\_\_\_  
Tara Richards  
Deputy Minister of Emergency Management BC

\_\_\_\_\_  
October 12, 2021  
Date

**PREPARED BY:**

Jesse Schultz,  
Senior Facilities Program Manager  
Facilities Services Division, CMSB

**APPROVED October 4<sup>th</sup> 2021**

**BY:**

Tracy Campbell,  
Assistant Deputy Minister &  
Executive Financial Officer  
Corporate Management Services  
Branch  
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**CONTACT:**

Betty Chen Mack,  
Executive Director  
Facilities Services Division, CMSB  
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**ATTACHMENT(S):**

- Appendix A Draft Directive 8 policy document, July 05, 2021
- Appendix B Draft Directive 8 FAQ document, July 05, 2021

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**MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL  
EMERGENCY MANAGEMENT BC  
BRIEFING NOTE FOR INFORMATION**

**TO:** Tara Richards, Deputy Minister

**ISSUE:** Public Safety Broadband Network (PSBN) briefing on October 15, 2021

**BACKGROUND:**

- PSBN is a high-speed mobile data network that can be used by public safety and emergency management personnel to communicate with each other day to day and during emergencies. It will allow services such as:
  - Sending patient data to a hospital from an ambulance en-route.
  - Securely and rapidly share information on suspects at large or emergency incidents (e.g., videos or photos with locations); and
  - Firefighters receiving building plans and hazardous material content en-route or at a fire.
- In May 2017, the federal, provincial, and territorial ministers responsible for emergency management requested a PSBN roadmap. At their May 2018 meeting, they endorsed the PSBN roadmap, the creation of the Temporary National Coordination Office (TNCO) and asked the TNCO to develop recommendations on PSBN implementation.
- TNCO completed its work in June 2020 and, in September 2020, the Senior Officials Responsible for Emergency Management (SOREM), represented in BC by EMBC endorsed the final report.
- Starting September 2019 as approved by CITZ's and EMBC's DMs at the time, CITZ through the ICT Division (now Connectivity branch of the OCIO) has been responsible for the PSBN initiative in BC given its technical nature.
- Between 2019 and 2020, BC invested \$1M in two projects to test the conceptual deployment of PSBN for emergency response. These projects were successfully delivered, and the partners (eComm, SFU, PowerTech) are highly motivated to use lessons learned to support the deployment of PSBN in BC.
- eComm has expressed interest in becoming an active participant in the implementation of PSBN in BC given its current responsibility as operator of emergency communications systems for many jurisdictions and its active role in the implementation of NG911 services in BC.

**DISCUSSION:**

- EMBC is a member of the SOREM FPT table and provides BC's PSBN updates. Due to the technical nature of the PSBN initiative, EMBC and CITZ formed an agreement that CITZ would lead BC's role in 2018. The PSBN initiative overlaps with EMBC, CITZ and PSSG mandates and expertise.
- The five recommendations currently in the TNCO draft paper reflect BC's position in the areas of principles, governance, and implementation model. (See Attachment 2, pp. 15-25)
- The content of the paper reflects the position of the BC government and consulted stakeholders.
- BC is highly motivated to include plans for PSBN implementation as part of upcoming initiatives driven by the changes to the Emergency Program Act (EPA).
- BC is also in the process of procuring telecommunication services at the provincial level and PSBN must be an integral part of the process.
- There is a general agreement that future Connectivity funding in BC should include funding for PSBN or a PSBN-like initiatives in BC. Ontario has developed a similar model.
- PSBN is closely related to other telecommunications services in the ecosystem of emergency management and public safety given its high reliance on broadband services. The most clear examples are NG911 and Digital Radio systems.

**NEXT STEPS:**

- CITZ's continue support of the PSBN initiative until a decision is made regarding implementation.
- Revisit draft plans reflecting a proposed approach to align with BC priorities coming out of the pandemic and in the context of recovery.
- New technologies like 5G and Low Earth Orbit Satellites (LEO) have impacted some of the original recommendations by TNCO. CITZ is in the best position within the BC Government to analyse these implications and, depending on federal decisions, act accordingly.
- Monitor the progress of the new Emergency Program Act. PSBN will support the new EPA in some of its new policy areas. This new legislation is a priority for EMBC.

**INDIGENOUS PEOPLES CONSIDERATIONS:**

- Remote and rural indigenous communities are greatly affected by lack of coverage of communications services, in general, and emergency communications services in particular. They have expressed the need to improve this coverage in multiple engagement opportunities in the past. PSBN will take into account these needs.

**OTHER MINISTRIES IMPACTED/CONSULTED:**

- Ministry of Citizens' Services
- Ministry of Public Safety and Solicitor General

**PREPARED BY:**

Susan Stanford, ADM OCIO Connectivity  
250-580-7459

**REVIEWED BY:**

	<b>Initials</b>	<b>Date</b>
ADM	MM	Oct 12/21

Ivan Rincon, ED Connectivity  
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**Attachments**

Attachment 1: PSBN Briefing Presentation  
Attachment 2: TNCO Policy Paper



Briefing **October 2021**

# **Public Safety Broadband Network (PSBN)**



# PSBN Defined

The **Public Safety Broadband Network (PSBN)** is a nationwide wireless communications network created to support a wide range of related systems, applications and services in the overall **public safety communications ecosystem**. Unlike a commercial cellular network, the PSBN is **designed to meet the distinct needs of public safety users**.

## Principles

- Interoperability
- Quality of experience
- Network access always
- Coverage
- Resiliency and robustness
- Deliver mission critical services
- Security
- Sustainability
- Affordability
- Fair use of Spectrum

# Public Safety Broadband Network

## Why? Why now?

- With the proliferation of mobile technologies, communications' requirements of first responders and emergency management organizations are changing.
- Canada is lagging other jurisdictions, some of which BC's connects (e.g. Provinces and the Cascadia corridor) and there is a need to resolve this emergency communications issue nationally

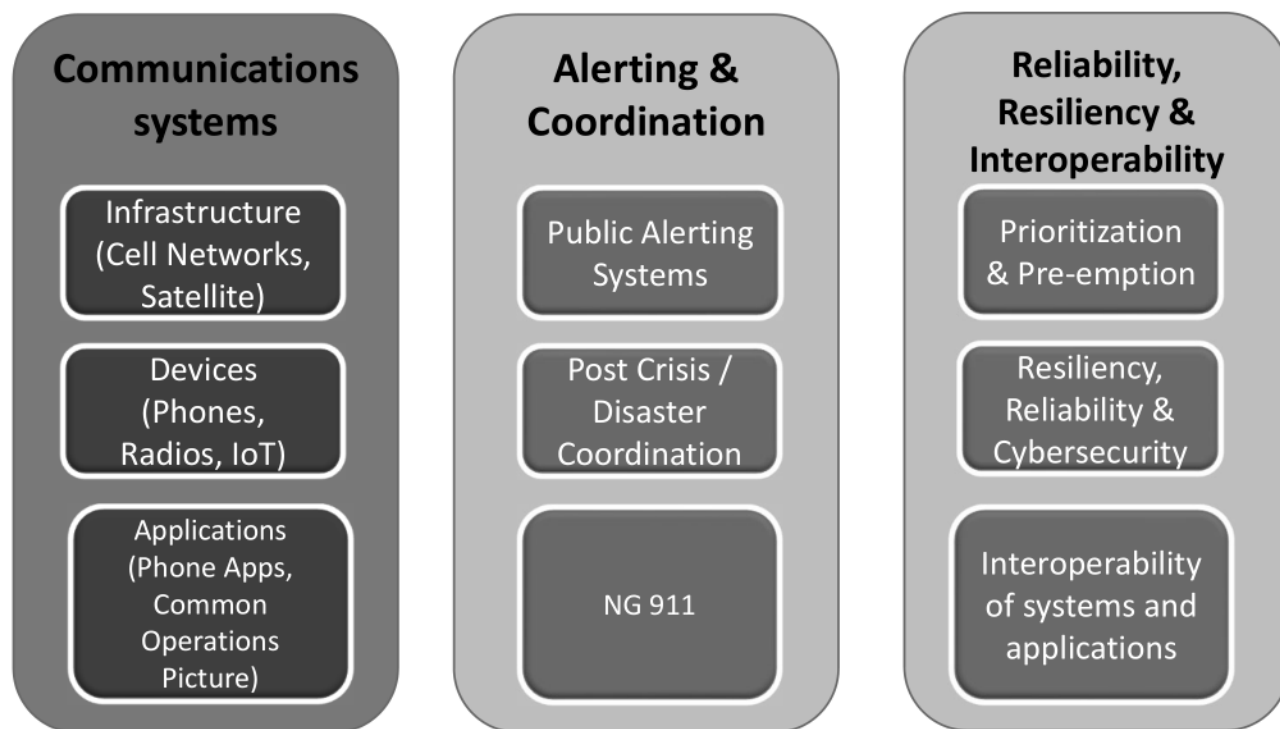
## What?

- PSBN is a standard and shared approach to ensuring emergency communications based on sound principles, proven in other jurisdictions.

## How?

- Federal government has stated that they will **coordinate** the effort to deploy a PSBN and coordinate across Provinces and Territories with an agreed-upon implementation model.

# Emergency Communications Dimensions

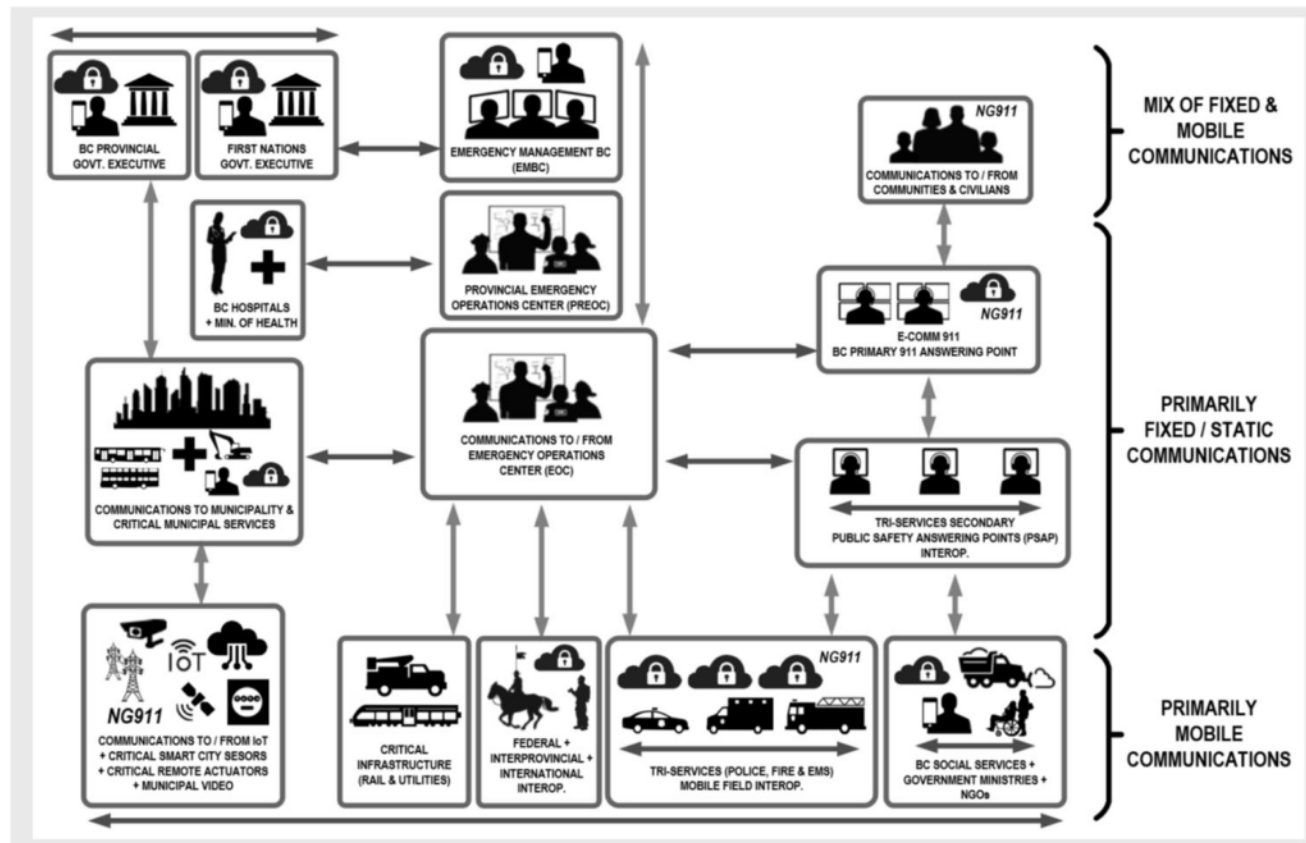


There are multiple dimensions contributing to an effective and reliable ecosystem of emergency communications.

*An inability to reliably and effectively leverage communication technologies has been seen in many disastrous events. For example, Hurricane Dorian, where data access was lost in various Atlantic provinces for days on end via commercial carrier / Mobile Network Operator (MNO) cell networks.*

*In BC, we have experienced communications issues in wildfires and floods.*

# BC's Emergency Communications Ecosystem

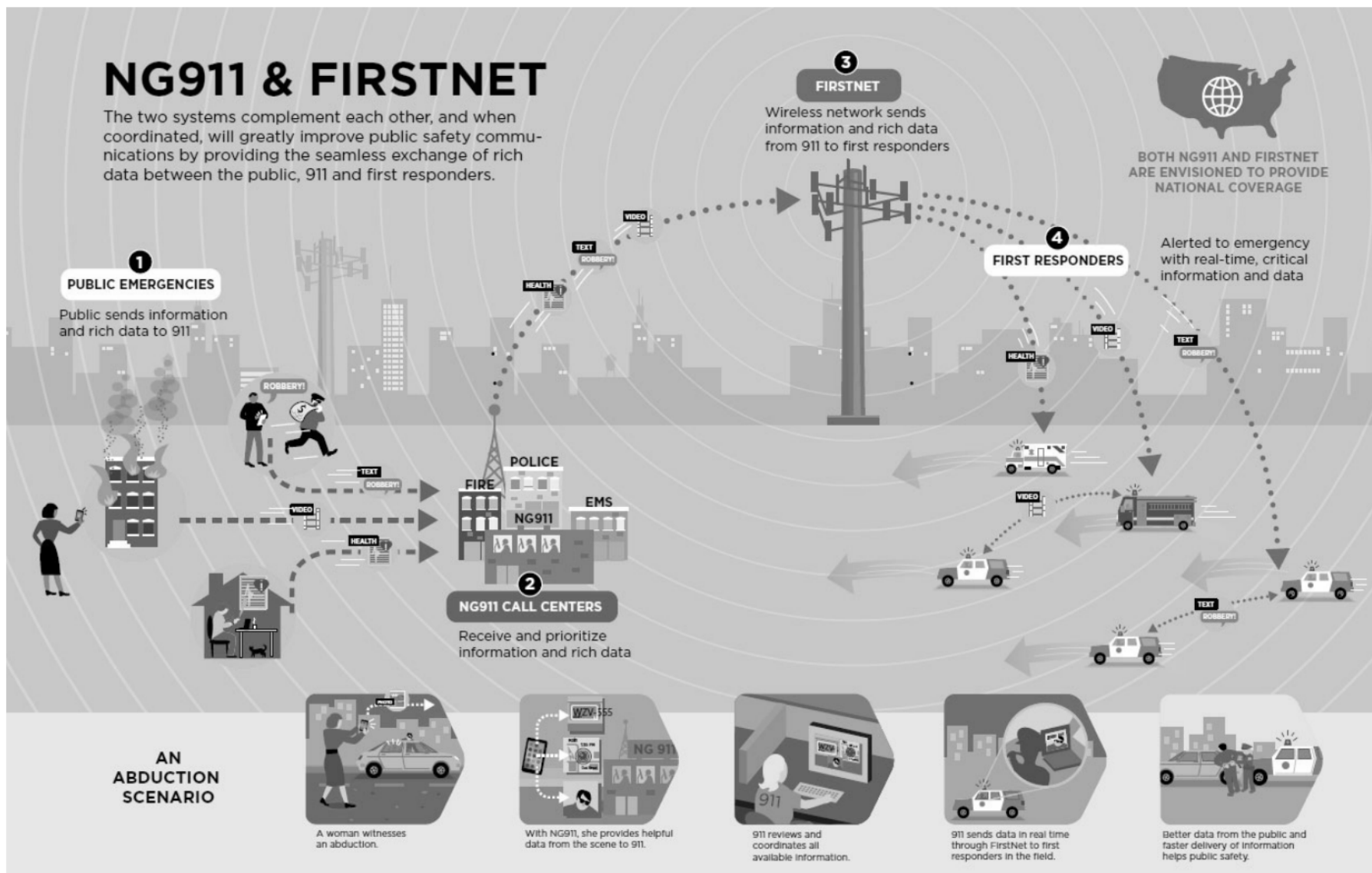


Communications between organizations, locations and individuals is critical in an emergency.

*PSBN is about ensuring emergency organizations have priority on a congested network or a dedicated connection to ensure communications are not impacted.*

# NG911 & FIRSTNET

The two systems complement each other, and when coordinated, will greatly improve public safety communications by providing the seamless exchange of rich data between the public, 911 and first responders.



# PSBN: Part of a larger context in BC

Multiple initiatives support, link to, or are an integral component of the EPA modernization.

*Initiatives are running concurrently and affect the same stakeholders—creating an opportunity for greater coordination.*

*The PSBN will look for national standardization (technical and governance) to optimize capabilities and resources and manage the rapid and drastic changes in technologies.*



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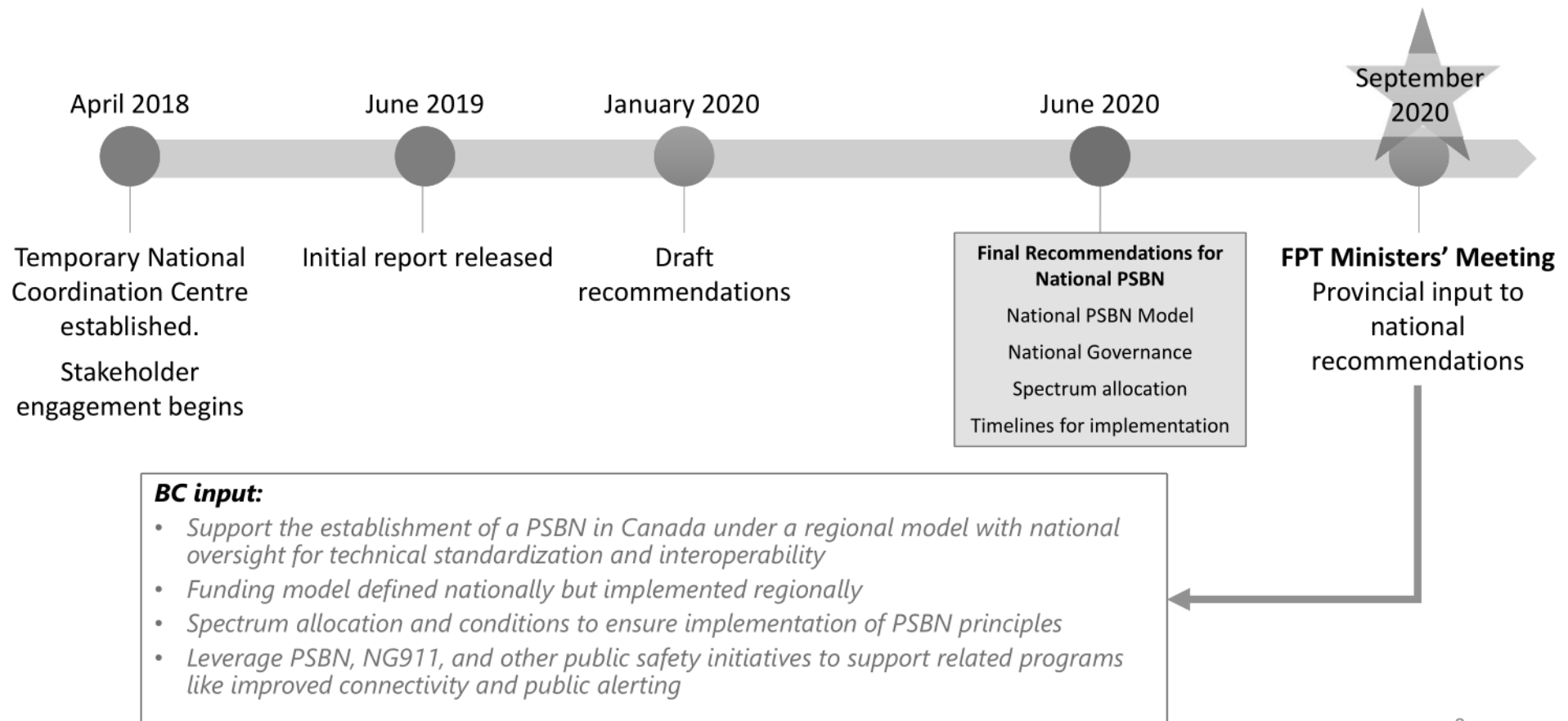
# PSBN in Canada & BC

In Canada, we are catching up to other jurisdictions. Federal and provincial governments must work collaboratively to provide the standards of service required for a NATIONAL network serving first responders.

### *Steps taken in BC:*

- 1. Inventory telecommunications providers (TELUS, Rogers, Bell, etc.) to understand their needs and expectations regarding PSBN*
- 2. Conducted survey of first responders to understand their needs and expectations for a first-responders based network.*
- 3. CITZ and EMBC completed an investment roadmap (2019) project of the public safety and emergency management communications space, including PSBN and other initiatives and projects.*

# PSBN: Timeline





# PSBN: Next steps

- Recommendations include:
  - A public safety/emergency management telecommunications decision framework based on government priorities and capabilities that is aligned with the new EPA.
  - Options within the provincial telecommunications procurement process to enhance capabilities within the public safety and emergency management space.
  - Refined investment roadmap study with provincial priorities to determine potential cost implications.
  - Potential for dedicated PSBN-like funding in the connectivity file.



- BUILDING A **SAFE** AND **RESILIENT CANADA**
- **Public Safety Broadband Network**
- Temporary National Coordination Office

# A Public Safety Broadband Network (PSBN) for Canada – DRAFT

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A Canadian approach to implementation of the next generation of public safety communications



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**MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL  
EMERGENCY MANAGEMENT BC  
BRIEFING NOTE FOR DECISION**

**TO:** Honourable Mike Farnworth, Minister of Public Safety and Solicitor General

**ISSUE: Repealing Spent Provisions of M084/2020 and Extending Repeal Date for Remaining Provisions**

**BACKGROUND:**

The Local Authorities and Essential Goods and Supplies (COVID-19) Order (MO 84/2020 [Ministerial Order 84/2020 \(gov.bc.ca\)](http://gov.bc.ca)) was made on March 26, 2020. MO 84/2020 imposed a variety of requirements on municipalities and regional districts, Treaty First Nations, ferry operators, secondary resellers, retailers, suppliers/distributors, and businesses. When the *COVID-19 Related Measures Act* (CRMA) was passed in July 2020, M084 became a CRMA instrument.

Sections 3 (local emergency plans), 4 (setting aside declarations of states of local emergency), and 10(1)(b) (priority loading for residents of BC Ferry sailing destinations) were repealed in July 2020 because they were no longer necessary. The rest of s. 10 (priority loading for essential goods and supplies; requirement for BC Ferry Services to consult with government before changing minimal service levels) was repealed in July 2021.

The remaining provisions of M084 are currently set to be repealed on December 31, 2021, the existing sunset date for CRMA. With the recent decision to extend CRMA's sunset date to December 31, 2022, it is timely to assess whether M084 should continue beyond December 31, 2021.

**DISCUSSION:**

Section 5 of M084 requires local authorities to obtain the approval of the Minister before declaring a state of local emergency (SOLE) or using a power under s. 13 of the *Emergency Program Act* (EPA) in relation to the COVID-19 pandemic. As the pandemic ebbs and flows and with the cancellation of the state of provincial emergency for COVID-19 on July 1, 2021, it is conceivable that some local authorities may consider declaring a SOLE. This would undermine the coordinated, province-wide approach to BC's pandemic response. It is therefore recommended that s. 5 be extended to CRMA's new sunset date of December 31, 2022.

Other than s. 5, all remaining provisions of M084 could be repealed as they are spent and/or no longer necessary.

Amendments to M084 would be done through an order-in-council after CRMA's new sunset date has been passed by the Legislative Assembly.

**INDIGENOUS PEOPLES CONSIDERATIONS:**

Treaty Nations, which are considered local authorities under the terms of their final agreements, would continue to be bound by s. 5 of M084.

Consultation would be undertaken with Treaty Nations and the First Nations Leadership Council before an OIC is raised to amend M084. No issues are anticipated.

**OPTIONS:**

**Option 1 (RECOMMENDED):** Repeal the remaining sections of M084 except for s.5; establish December 31, 2022 as the repeal date for s. 5.

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**OTHER MINISTRIES IMPACTED/CONSULTED:**

The Ministry of Municipal Affairs has been consulted and supports the recommended option. The Police Services Branch of PSSG will be responsible for determining the approach on all enforcement-related CRMA instruments. EMBC is working with the

Ministry of Attorney General on the proposed CRMA extension and will monitor the approach being taken by other ministries to their CRMA instruments.

**OPTION 1 APPROVED**

**DATE:**



Minister Mike Farnworth

October 18, 2021

**PREPARED BY:**

Heather Brazier  
Executive Director  
Policy and Legislation

**REVIEWED BY:**

	<b>Initials</b>	<b>Date</b>
DM	TR	Oct 13/21
ADM	MLM	Oct 13/21

## Background

In 2019, the Ministries of Attorney General and Public Safety and Solicitor General took actions to reduce spending through implementation of spending restrictions. The July 2021 update streamlines approval process for facilities requests to align with Treasury Board's budget letter 21/22 as noted below:

*STOB 75 (Tenant Improvements):*

- *Deputy Ministers are to ensure an approval framework is in place that provides appropriate executive sign-off on tenant improvements less than \$50,000 and must ensure that ministries have sufficient operating funding to pay for the related amortization costs.*
- *If a ministry does not have the resources to pay for the related amortization costs, prior approval must be obtained from the Chair of Treasury Board.*
- *All requests for tenant improvements in excess of \$50,000 must be sent to the Real Property Division in CITZ.*

## Guidelines

All discretionary facilities spending is now on hold. Only essential expenditures should be considered and **must** be pre-approved **based on cost thresholds below**.

Effective immediately, **Deputy Minister** approval is required for facilities requests including but not limited to:

1. **all** project requests over \$250,000,
2. capital tenant improvements with operating cost impact of \$250,000 or greater,
3. capital Mandatory Operating Equipment with operating cost impact of \$250,000 or greater,
4. new capital furniture with operating cost impact of \$250,000 or greater,
5. net new recurring charges that exceed \$250,000 per fiscal. As well as month to month charges that exceed \$250,000 annually.

**Program ADM/ADAG, CMSB ADM** approvals are required for costs between \$50,000 and \$250,000 as shown in the Approval Matrix below.

**Program Expense Authority Facilities Services Division Executive Director (FSD ED) and Chief Financial Officer (CFO)** approvals are required for costs below \$50,000 as shown in Approval Matrix below.

Emergency requests requiring immediate implementation within **one day of the event** due to the critical nature of the service, programs, or equipment (e.g., security) functionality being impacted will be actioned prior to approvals in place and will be billed as After the Fact (ATF) requests for service and can be approved by the FSD ED via email or as appropriate given the details available.

All other non-emergency new service requests (including ATF requests) must meet one or more of the following criteria:

1. Urgent service requests where immediate action is necessary to:

- a. Safeguard life, property, or the environment (i.e. health, safety & security needs),
  - b. Prevent or minimize a critical interruption to:
    - i. customer service/program delivery,
    - ii. use or availability of property or facility.
2. Service requests that support facilities cost reduction strategies.

The Sector program area must have and identify the resources available to pay for the related amortization and all other expense costs for capital projects. If the funds are not available within the Ministry budgets, approval of the Chair of Treasury Board for funding is required prior to ministry approval. Confirmation of capital funding availability is required prior to project approval.

Please contact your Facilities Program Manager for clarification on other categories that may not be on the above list and/or may be considered exceptions.

Please refer to the Frequently Asked Questions (FAQs) section link at the end of this document for more detail.

#### Procedure for costs over \$250,000

1. Facilities Program Manager (FPM) reviews request with branch contact against criteria and confirms funding is available from the branch client's working budget or confirmed alternate source.
2. FPM/branch contact forwards request to facility management service provider; CBRE, or CITZ depending on the type of request. CITZ provides a RFS or AP to FPM. If it is a CBRE generated request (e.g. MOE, ATF requests), CBRE provides a project charter or OTSR notification to FPM.
3. FPM creates a request for deputy approval (RDA) including cost documentation (RFS, OTSR, AP, project charter) and forwards to the program's EA to review. Program EA reviews and submits to program ADM/ADAG.
4. Program EA obtains program ADM/ADAG approval on the RDA and forwards to FPM.
5. FPM submits the RDA and associated cost documentation to the Facilities Services Division, Executive Director (FSD ED).
6. If request meets the criteria noted above, FSD ED submits RDA and associated cost documentation to the CFO.
7. CFO submits RDA and the associated cost documentation to the CMSB Assistant Deputy Minister (CMSB ADM) for approval.
8. CMSB ADM submits RDA and associated cost documentation to the Deputy Attorney General, Deputy Solicitor General or Deputy Minister, EMBC as applicable for approval.



9. Following final approvals, FPM sends approved associated cost documentation to CITZ or CBRE, as applicable, for further processing and implementation.

10. FSD contacts client to inform that project will be moving forward into implementation.

Procedure for costs between \$50,000 and \$250,000

1. Facilities Program Manager reviews request with branch contact against criteria and confirms funding is available from the branch client's working budget or confirmed alternate source.

2. FPM/branch contact forwards request to facility management service provider; CBRE, or CITZ depending on the type of request. CITZ provides a RFS or AP to FPM. If it is a CBRE generated request (e.g., MOE, ATF requests), CBRE provides a project charter or OTSR notification to FPM.

3. FPM creates a request for executive approval (RFEA) including cost documentation (RFS, OTSR, AP, project charter) and forwards to the program's EA to review. Program EA reviews and submits to program ADM/ADAG

4. Program EA obtains program ADM/ADAG approval on the RFEA and forwards to FPM.

5. FPM submits the RFEA and associated cost documentation to the FSD ED.

6. If request meets the criteria noted above, FSD ED submits RFEA and associated cost documentation to the ministry CFO.

7. CFO submits RFEA and the associated cost documentation to the CMSB ADM for approval.

8. Following final approvals, FPM sends approved associated cost documentation to CITZ or CBRE, as applicable, for further processing and implementation.

9. FSD contacts client to inform that project will be moving forward into implementation.

Procedure for costs under \$50,000

1. Facilities Program Manager (FPM) reviews request with branch contact against criteria and confirms funding is available from the branch client's working budget or confirmed alternate source.

2. FPM/branch contact forwards request to facility management service provider; CBRE, or CITZ depending on the type of request. CITZ provides a RFS or AP to FPM. If it is a CBRE generated request (e.g. MOE, ATF requests), CBRE provides a project charter or OTSR notification to FPM.

3. FPM forwards cost documentation (RFS, OTSR, AP, project charter) to the program's EA via E approvals to review. Program EA reviews, approves, and forwards as appropriate given the below:

- Costs below \$5000 can be approved via E approvals from branch expense authority (EA)

**Ministry Directive #8**  
**Facilities Services Requests:**  
**Approval Process for Ministries of**  
**Attorney General and**  
**Public Safety and Solicitor General**  
*Updated October 5, 2021*

- Costs between \$5,000 and \$50,000 must be approved through E approvals to the branch EA, FSD ED and CFO.

4. If request meets the criteria noted above, depending on threshold value:

- the work is implemented based on the program expense authority approval or;
- the request is forwarded through E approvals to FSD ED, and CFO and the work is implemented if approved.

5. FSD contacts client to inform that project will be moving forward into implementation.

Approval Matrix

	Program		FSD Ex. Director	AG/PSSG Chief Financial Officer	CMSB Assistant Deputy Minister	AG/PSSG Deputy Minister
	Expense Authority	Assistant Deputy Minister/A DAG				
Under \$5,000	X		X*			
\$5,000 - \$49,999	X		X	X		
\$50,000- \$249,999	X	X	X	X	X	
\$250,000 +	X	X	X	X	X	X

\*Under \$5,000 threshold does not include recurring cost items. Recurring cost items must be escalated to FSD ED level for further approval. FSD ED approval is not required for one-time costs under \$5000.

Furniture **capital**: any new furniture items over \$1000 must come to FSD ED for approval. Requests must be received through E approvals and include approval from branch EA. The submission for approval must include a complete checklist from the Directive #2 document and have the appropriate approval based on the approval threshold in Approval Matrix.

For the process for new **expensed** office furniture and equipment, see Directive #2.

[https://intranet.gov.bc.ca/assets/intranet/justice/tools-resources/policies-guidelines-directives/directive\\_2\\_-\\_officeandbusinessexpenses\\_updated\\_october\\_2020.pdf](https://intranet.gov.bc.ca/assets/intranet/justice/tools-resources/policies-guidelines-directives/directive_2_-_officeandbusinessexpenses_updated_october_2020.pdf)

For some special case approval types (such as no cost items like date changes and cost reductions), FPM can submit associated cost documentation directly to FSD ED for approval.

Lease renewals (extension of existing leases) are not included in this directive. Leases renewals that require new costs will be reviewed with the client on a case by case basis by FSD.

**Ministry Directive #8**  
**Facilities Services Requests:**  
**Approval Process for Ministries of**  
**Attorney General and**  
**Public Safety and Solicitor General**  
*Updated October 5, 2021*

Related links:

**Ministry Directive #8 Facilities Services Requests Approval Process Justice and Public Safety Sector**  
**Updated July 5, 2021** [Frequently Asked Questions](#)

[Link to follow](#)

**Ministry Directive #2 *Office and Business Expenses***

[https://intranet.gov.bc.ca/assets/intranet/justice/tools-resources/policies-guidelines-directives/financial-directives/directive\\_2\\_-\\_jag-officeandbusinessexpenses.pdf](https://intranet.gov.bc.ca/assets/intranet/justice/tools-resources/policies-guidelines-directives/financial-directives/directive_2_-_jag-officeandbusinessexpenses.pdf)

***Request for Deputy Approval and Request for Executive Approval forms***

<https://intranet.gov.bc.ca/justice/tools-resources/policies/directives>

Updated RDAs to be uploaded

**One Time Service Request (OTSR) and After the Fact (ATF) requests explained**

[Link to follow](#)

**List of Facilities Program Managers**

[Link to follow](#)

## Frequently asked Questions:

1. **Do I need to fill out an RDA or RFEA for costs below \$5000?**

No:

- Costs below \$5000 can be approved via E mail approval from Branch expense authority (EA)
- Costs between \$5,000 and \$50,000 must be approved through E approvals to the branch EA, Facilities Services Division Executive Director and Chief Financial Officer.

2. **Do I require a Request for Deputy Approval (RDA) or a Request for Executive Approval (RFEA) for recurring charges that have costs below \$50,000 in each fiscal year?**

- No, RDAs are only required if costs are greater than \$250,000 in the first year. Recurring costs for following years must be confirmed in ongoing program budget.
- No, RFEAs are required for costs from \$50,000- \$250,000 in the first year. Recurring costs for following years must be confirmed in ongoing program budget.

3. **Are “After the Fact Requests for Service” (ATF RFS) exempt from this approval process?**

Yes, due to the expedient timeframe that necessitates an ATF RFS, the approval process will be that the Facilities Program Manager (FPM) for your sector will submit the ATF RFS to the Executive Director, Facilities Services Division for approval. The requesting program is required to confirm the work has been completed.

ATF requests must meet one or more of the following criteria:

**Urgent** service requests where immediate action is necessary to:

- a. Safeguard life, property, or the environment (i.e. health, safety & security needs).
- b. Prevent or minimize a critical interruption to:
  - i. Customer service/program delivery.
  - ii. Use or availability of property or facility.

4. **If anticipated costs of a project exceed the currently approved amount, is a supplemental request for funding to approve increased spending required to be entered into the approval process?**

Yes, although the project has already been approved and may have incurred costs, all new costs must be approved unless FAQ #5 (below) applies. The new approval level is based on the cost increase (e.g., if the previous approval was for \$10,000, and the revised cost is \$11,500, the approval procedure is for the \$1500 as the \$10,000 has already been approved.)

5. **If anticipated costs of a project exceed the currently approved amount, and if that project has been approved as part of a combined set of projects or program, is a supplemental request for funding to approve increased spending required to be entered into the approval process?**

If the project was previously approved as part of a project grouping where the total funding for the aggregate of the projects was approved and that the overall project or program will be within the originally approved overall cost, then individual project increases do not need to be submitted for approval.

6. **How does this affect capital projects (including MOE)?**

New amortization costs must be approved as per the approval process. The amortization costs upon completion of these capital projects will impact the budget, so this must be taken into consideration by the Client and by Facilities Services Division.

7. **How do I proceed with a capital project if I do not have the funds to pay the amortization charges in my current budget?**

The ministry must have the resources available to pay for the related amortization costs for projects that require capital to be approved. If the funds are not available within the ministry budgets, approval of the Chair of Treasury Board for funding is required prior to approval. If you do not have budget to cover the ongoing amortization costs, please see your facilities program manager for further direction.

8. **Does this affect new leases or lease renewals?**

Net new leases requiring any expense type costs (e.g., parking, tenant improvements, one times, labour recovery) must proceed through the approval process. Lease renewals, with incremental cost increases or without increased costs, do not need to follow the new process.

9. **Are there any project types that do not require this approval process?**

- Projects funded external to the Ministries are exempt from the Directive 8 approval matrix. Projects funded external to the Ministry minimally require EA and FSD ED approval.

10. **Does this directive impact procurement of furniture?**

Yes, furniture under \$1,000 must follow the STOB 65 Checklist for approval. Furniture equal to or over \$1,000 must follow Directive 8 approval process for capital amortization expenditures. Capital for furniture equal or over \$1000 is held by Citizens' Services with amortization costs to be recovered from the ministries.

Please see [Directive #2](#) for STOB 65 checklist and information for furniture costs below \$1000.

11. **Who do I contact for more information?**

If you have more questions about the new approval processes in place for facilities projects, please contact your respective [Facilities Program Manager](#)