

## Working from Home Employee Readiness Status Report

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Ministry of Finance: March 13, 2020

Working from home readiness level based on the responsibilities of the position (1 being least conducive [impossible] to 5 being the most conducive). The following table shows: how we defined levels 1 through 5; the total staff in each category; and the percentage of the ministry.

Level	Description	Days at Home/Week	Duration (no impact)	Total Staff	Percentage
<b>Level 1</b>	Staff can only complete work at the worksite. Working from home is not an option for any period of time.	0	n/a	58	4%
<b>Level 2</b>	Staff must be at work most of the time. Working from home is possible for limited periods and is not sustainable for more than a month.	0-2	0-4 weeks	66	5%
<b>Level 3</b>	Staff must be at work for periods during each week. Working from home is an option for many days but is not sustainable over the medium- to long-term.	2-4	2-6 weeks	236	18%
<b>Level 4</b>	Staff could complete most of their work from home with minimal impact to services or productivity but is not sustainable over the long-term.	5	4-8 weeks	415	31%
<b>Level 5</b>	Staff could complete 100% of their work with no impact to service or productivity. Working from home will have no impact to service.	5	Indefinite	552	42%
<b>Totals</b>				1,328	100%

### Additional Background Information

- 93 percent of Ministry staff have work issued laptops and all of these can be used to access VPN.
- For staff that do not have a laptop or a suitable personal PC to access VPN a small number of loaner laptops can be deployed.
- The Ministry has no staff that deliver front counter service but there is a small number (<50) that have jobs that regularly require face-to-face interactions for example auditors (Revenue and OCG) and investigators (OCG and the Superintendent of Real Estate).

		March 19, 2020			March 20, 2020			March 23, 2020			March 25, 2020			March 27, 2020		
	Number of Staff s.22	WFH s.15; s.22	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.
Community Benefits Office														s.15; s.22		
Corporate Service Division	113	100	s.15; s.22	s.15; s.22	102	s.15; s.22	s.15; s.22	105	s.15; s.22		108	s.15; s.22	s.15; s.22	108	s.15; s.22	s.15; s.22
Crown Agency and Board Resourcing Office	12	10			s.15; s.22						11					
Deputy Minister Office	s.22	s.15; s.22						s.15; s.22			s.15; s.22			s.15; s.22		
Gender Equity Secretariat																
Government House	15				11											
Office of the Comptroller General	124	76	24								92	21				
Office of the Superintendent of Real Estate	25	22	s.15; s.22								22	s.15; s.22		22		
Policy and Legislation	46	35	11		34	10		37			40			42		
Provincial Treasury	114	100	12		100	12		107			106			105		
Revenue	809	633	106	45	506	86	193	529	85	18	617	83		554		
Treasury Board Staff	55	48	s.15; s.22		51	s.15; s.22					50	s.15; s.22		51		
<b>Total</b>	<b>1324</b>	<b>1037</b>	<b>177</b>	<b>58</b>	<b>819</b>	<b>125</b>	<b>207</b>	<b>784</b>	<b>103</b>	<b>27</b>	<b>1067</b>	<b>127</b>	<b>7</b>	<b>894</b>	<b>70</b>	<b>17</b>
Percentage of Total	100%	78%	13%	4%	62%	9%	16%	59%	8%	2%	81%	10%	1%	68%	5%	1%
Percentage Working		85%	15%		87%	13%		88%	12%		89%	11%		93%	7%	

March 30, 2020			April 1, 2020			April 8, 2020			April 15, 2020			April 22, 2020			April 29, 2020			May 6, 2020		
WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.
s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22		
108	s.15; s.22	s.15; s.22	114	s.15; s.22	s.15; s.22	113	s.15; s.22	s.15; s.22	113	s.15; s.22	s.15; s.22	113	s.15; s.22	s.15; s.22	113	s.15; s.22	s.15; s.22	113	s.15; s.22	s.15; s.22
12			11			11			10			10			11			11		
s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22		
			92	21		86	22		105	23		102	26		94	24			11	
22			22	s.15; s.22		22	s.15; s.22		22	s.15; s.22		22	s.15; s.22		22	s.15; s.22		102	25	
38			42			43			40			42			40			22	s.15; s.22	
105			105			108			108			108			108			39		
593	61	12	665	70		656	82		662	79		656	82		677	73		108		
			51	s.15; s.22		54	s.15; s.22		54	s.15; s.22		54	s.15; s.22		54	s.15; s.22		677	73	
884	76	23	1119	116	18	1110	128	21	1131	128	19	1124	134	17	1137	124	15	1143	129	15
67%	6%	2%	85%	9%	1%	84%	10%	2%	85%	10%	1%	85%	10%	1%	86%	9%	1%	86%	10%	1%
92%	8%		91%	9%		90%	10%		90%	10%		89%	11%		90%	10%		90%	10%	

May 13, 2020			May 20, 2020			May 27, 2020			May 27, 2020			June 11, 2020		
WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.	WFH	In Office	Unavail.
s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22		
113	s.15; s.22	s.15; s.22	113	s.15; s.22	s.15; s.22	113	s.15; s.22	s.15; s.22	11	s.15; s.22	s.15; s.22	110	10	s.15; s.22
10			10			10			10			10	s.15; s.22	
s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22			s.15; s.22		
	11			11			11			11			11	
106	21		94	26		100	25		100	25		92	28	
22	s.15; s.22		22	s.15; s.22		22	s.15; s.22		22	s.15; s.22		22	s.15; s.22	
39.5			40			41			39			38		
108			108			108			104			104		
661.5	77.5		630.5	93.5		649.5	95.5		641	98		653	90	
54	s.15; s.22		54	s.15; s.22		54	s.15; s.22		54	s.15; s.22		54	s.15; s.22	
1131	130	15	1088.5	150.5	20	1114.5	150.5	21	997	160	21	1099	161	21
85%	10%	1%	82%	11%	2%	84%	11%	2%	75%	12%	2%	83%	12%	2%
90%	10%		88%	12%		88%	12%		86%	14%		87%	13%	



Percentage	BCFSA	BCIB	BCIMC	BCSC	PBC	Pensions	RECBC
Level 1	3%			1%	39%	44%	
Level 2	7%			1%	4%	22%	
Level 3	80%			14%	0%	33%	14%
Level 4	10%		40%	19%	55%		37%
Level 5	0%		60%	64%	0%		49%
Total Percentage	100%	0%	100%	99%	98%	99%	100%
Number of Staff	140		535	272	560	s.15;	70

Count	BCFSA	BCIB	BCIMC	BCSC	PBC	Pensions	RECBC	Total	Total Percentage
Level 1	s.15;	s.15;	s.15;	s.15;	218	s.15	s.15;	229	15%
Level 2	10	s.22	s.22	s.22	22	;	s.22	37	2%
Level 3	112			38	s.15;	s.22	10	163	10%
Level 4	14		214	52	308		26	614	39%
Level 5	s.15		321	174	s.15;		34	529	34%
Total	140		535	269	549		70	1572	100%

Community Benefits Office, Deputy Minister Office, Gender Equity Secretariat, & Crown Agency and	26	21	81%	s.15; s.22	19%
Corporate Service Division	122	113	93%		2%
Government House	15	s.15;	33%		60%
Office of the Comptroller General	124	94	76%	24	19%
Office of the Superintendent of Real Estate	25	22	88%	s.15;	0%
Policy and Legislation	46	40	87%	s.22	13%
Provincial Treasury	114	108	95%		4%
Revenue	809	677	84%	73	9%
Treasury Board Staff	55	54	98%	s.15;	4%
Total	1324	1137	86%	124	9%

Percentage	CABRO	CBO	CSD	DMO	GEO	Gov't House	OCG	OSRE	PLD	PT	REV	TBS
Level 1						44%	15%			1%	4%	
Level 2	33%		11%	100%		22%			24%	10%	2%	2%
Level 3	58%		22%			33%	3%	20%	30%	50%	13%	22%
Level 4			60%		100%		44%		41%	39%	23%	66%
Level 5	8%	100%	7%				39%	80%	4%		57%	11%
Total Percentage	100%	100%	100%	100%	100%	99%	101%	100%	100%	100%	100%	100%
Number of Staff	12	s.15	113	s.15; s.22			124	25	46	119	809	55

Count	CABRO	CBO	CSD	DMO	GEO	Gov't House	OCG	OSRE	PLD	PT	REV	TBS	Total	Total Percentage
Level 1	s.15;	s.1	s.1	s.15	s.1	s.1	19	s.1	s.15;	s.15;	34	s.1	58	4%
Level 2	s.22	5;	12	:	5;	5;	s.1	5;	11	12	16	5.	66	5%
Level 3		s.2	25	s.22	s.2	s.2	5.	s.2	14	60	107	12	236	18%
Level 4			68				55	2	19	46	188	36	415	31%
Level 5		2	s.1		2	2	48	20	s.1	s.15	463	s.15	552	42%
Total	12		113				125	25	46	119	809	55	1328	100%

## Crown COVID-19 Status Report

Ministry of Finance: March 25, 2020

Working from Home readiness for crowns

Level	Description	BCFSA	BCIB	BCIMC	BCSC	PBC	Pens.	RECBC
<b>Level 1</b>	Staff can only complete work at the worksite. Working from home is not an option for any period of time.	s.15; s.22 (3%)	-	-	s.15; s.22 (1%)	-	216 (40%)	-
<b>Level 2</b>	Staff must be at work most of the time. Working from home is possible for limited periods and is not sustainable for more than a month.	10 (7%)	-	-	s.15; s.22 (1%)	(14%)	24 (5%)	-
<b>Level 3</b>	Staff must be at work for periods during each week. Working from home is an option for many days but is not sustainable over the medium- to long-term.	112 (80%)	s.15; s.22 (15%)	-	38 (14%)	16 (43%)	-	10 (14%)
<b>Level 4</b>	Staff could complete most of their work from home with minimal impact to services or productivity but is not sustainable over the long-term.	14 (10%)	37 (85%)	214 (40%)	52 (19%)	16 (43%)	310 (55%)	26 (37%)
<b>Level 5</b>	Staff could complete 100% of their work with no impact to service or productivity. Working from home will have no impact to service.	-	-	321 (60%)	172 (64%)	-	-	34 (49%)
<b>Total</b>	<b>Total number of staff in each crown</b>	<b>140</b>	<b>44</b>	<b>535</b>	<b>300</b>	<b>38</b>	<b>560</b>	<b>70</b>

## Service Impacts to Crowns

Crown	Type of Service/Program	Impact of COVID-19	Risks to Govt	Current mitigations
BCIB	Outreach and recruitment for a diverse, skilled workforce on CBA projects	Face to face recruitment and outreach is not possible currently due to COVID-19 response recommendations.	Potential loss of diversity gains on worksites.	Developing and implementing online and virtual engagement and recruitment strategies. Working collaboratively with key community partners for virtual and phone registration options.
BCIB	New Workplace Hazard On Site – COVID 19	COVID-19 mitigation recommendations as per the requirements of the public health authority, and provincial and federal guidelines.	CBA worksites - insufficient mitigations and responses are not prepared re COVID-19. There is exposure of COVID-19 on the job site leading to employee health implications and suspension of construction.	BCIB has identified COVID-19 as a worksite hazard and will collaborate with the owner's representative and the prime contractor to have a mitigation plan in place prior to dispatching any employees from BCIB to the site.
BCIB	Workforce Mobilization	Addressing employee concerns that may lead to work refusal due to COVID 19. A large-scale illness of available workforce to mobilize.	Insufficient workforce to provide adequate skilled labour for projects, potential for reputational risk.	See above (workplace hazard) Developing on-site communications campaign to highlight mitigation and safety systems in place to address COVID 19. All BCIB onsite workers will be pre-screened according to the recommended assessment by public health.
BCIB	Contractor Integration for Incident Response	Coordinate response to COVID-19 to limit and/or prevent exposure to employees.	Contractor does not implement and maintain integrated response to COVID 19 incident, potential for reputational risk.	Requiring COVID-19 coordinated incident response plan between the Project Co, owner and BCIB to be in place prior to BCIB employees dispatched to the site.

<b>Crown</b>	<b>Type of Service/Program</b>	<b>Impact of COVID-19</b>	<b>Risks to Govt</b>	<b>Current mitigations</b>
<b>BCIB</b>	Implementation of systems to support scale up on projects	Inability to be in the office to implement new systems and technologies to support scale up of projects.	BCIB is unable to effectively and efficiently mobilize and grow the skilled workforce and there are delays in having employees dispatched to the worksite, potential budget and reputational risks.	BCIB with the support of the building owner / maintenance BCIB has put in place procedures that allow for critical staff who may need to temporary access headquarters.
<b>Pensions BC</b>	Member Outreach	Cancelled	Minimal	Information provided on websites and over telephone
<b>Pensions BC</b>	Employer outreach	Cancelled	Minimal	Information provided on websites and over telephone
<b>BCFSA</b>	Supervision on-sites	Not going out to institutions we regulate to complete on-site investigations.	Not completing on-site could create risks to the public. Weakening of regulatory oversight.	Continuing to complete on-sites but having to dialogue by phone and share information remotely.
<b>BCFSA</b>	Industry Stakeholder meetings	Not participating in in-person meetings to share information with stakeholders.	Information exchange between stakeholders is reduced. Weakening of regulatory oversight.	Continue to communicate remotely via phone and/or video services.
<b>BCFSA</b>	Information Sharing with Regulatory Partners	Other regulators (OSFI) who are receiving relevant information from institutions to help inform actions and decisions during this time may be reluctant to share with BCFSA because we cannot guarantee that any information we receive from other regulators is not subject to FOIPPA (FIA S. 218).	This could potentially slow down/impact the BCFSA's and Government's ability to act decisively to help regulated entities through this time.	Continuing to work under the current information-sharing framework and through constant communication with regulatory partners.

<b>Crown</b>	<b>Type of Service/Program</b>	<b>Impact of COVID-19</b>	<b>Risks to Govt</b>	<b>Current mitigations</b>
<b>RECBC</b>	In person audits of real estate brokerages have been postponed	Recommendation to avoid unnecessary travel prevents site audits.	Regulatory risk: potential for non-compliance by real estate brokerages.	Many audits can be conducted remotely as an alternative to site visits. Scheduled audits will be conducted remotely or rescheduled. Once travel restrictions are lifted, regular brokerage site visits will resume.
<b>RECBC</b>	Licensing examinations suspended by UBC Real Estate Division for three weeks	Exam centres operated by UBC will be closed as social distancing cannot be implemented due to exam room setup.	Reduction in number of new real estate licensees entering the profession. Potential for reputational risk.	Strategies are being discussed with UBC should further licensing examination cancellations be required beyond the three-week period.
<b>RECBC</b>	In person mandatory continuing education classes cancelled, transferred to remote delivery.	In-class sessions held at real estate boards across the province have been cancelled due to restrictions on meetings.	If licensees cannot complete mandatory education requirements in required timeframe, licences will expire. Potential for reputational risk.	All in-person classroom sessions will be delivered remotely. In-class sessions will resume when restrictions are lifted.
<b>RECBC</b>	In person courses for new licensees cancelled, transferred to remote delivery.	In class sessions held by UBC have been cancelled due to restrictions on meetings.	If new licensees cannot complete mandatory education requirements in required timeframe, they cannot be fully licensed. Potential for reputational risk.	All in-person classroom sessions will be delivered remotely. In-class sessions will resume when restrictions are lifted.
<b>RECBC</b>	Potential that scheduled disciplinary and/or qualification hearings may need to be postponed.	Restrictions on in-person meetings may require postponement of scheduled hearings.	Regulatory, reputational and public interest risk: postponing hearings would contribute to the length of the disciplinary process.	As a business continuity strategy, RECBC is considering the potential in some circumstances to hold hearings remotely and/or by written submission.

<b>Crown</b>	<b>Type of Service/Program</b>	<b>Impact of COVID-19</b>	<b>Risks to Govt</b>	<b>Current mitigations</b>
<b>Partnerships BC</b>	Active procurements of large infrastructure projects. There are presently eight (8) projects in procurement. <sup>1</sup>	Inability to continue with current procurement schedules. Requests from contractors for changes or relieve provisions.	Potential schedule delays and additional costs.	Revisions to current procurement processes to include holding all external and internal meetings and evaluations remotely.
<b>Partnerships BC</b>	Infrastructure projects under construction. <sup>2</sup>	Supply chain issues experienced by contractors.	Potential schedule delays and additional costs.	None
<b>Partnerships BC</b>	Consulting services provided by PBC to the Province of BC.	Project delays leading to lack of sufficient work for all PBC staff.	PBC may operate in a deficit in 2020/21 because it needs to maintain its current resources when the pandemic is over.	Historically, we have relied on out-of-entity engagements but given the current worldwide situation, it may be difficult to rely on any out-of-entity opportunities to maintain PBC's operations. PBC can hold training sessions for staff and assist government with policies and guidance initiatives to maintain staff engagement and involvement with the organization.
<b>BCI</b>	Investment distribution to pension and other government entities	None	Potential disruption and impacts to investment proceed distribution	This function has been identified as critical to BCIs operations. Robust testing of this process has been performed to ensure BCI can meet its commitments and operational capabilities

<sup>1</sup> Projects currently in procurement: Royal Columbian Hospital Phase 2 and 3 (RFP); Mills Memorial Hospital (RFP); Burnaby Hospital Phase 1 (RFQ); Lions Gate Hospital Acute Care Centre (RFP); Nanaimo Correctional Centre (RFP); Coast Mountain College Student Housing (RFP); Broadway Subway Line (RFP); and Kicking Horse Canyon Phase 4 (RFP)

<sup>2</sup> Project currently in production: Abbotsford Law Courts, New Westminster Secondary School, Royal Columbian Hospital Phase 1, and the Center for Mental Health and Addiction are under construction with Pattullo Bridge Replacement and Eric Hamber Secondary School being the next two projects scheduled to enter the construction phase.



## Flexible Work at the Ministry of Finance

From: FIN Deputy Minister FIN:EX <FIN.DeputyMinister@gov.bc.ca>  
To: FIN All Staff <FINALL@Victoria1.gov.bc.ca>  
Sent: July 20, 2021 11:03:08 AM PDT  
Attachments: image001.jpg, image002.jpg



Where ideas work

**Heather Wood** DEPUTY MINISTER

Dear Colleagues:

This morning, Lori Wanamaker shared the overall direction the BC Public Service is taking on sustaining flexible work options beyond the pandemic.

As a result, if you wish to continue working remotely you may do so until the anticipated transition to Step 4 of the Restart Plan on September 7. To continue working remotely beyond that date, you must have an approved telework agreement in place using the template provided by the [BC Public Service Agency \(PSA\)](#). It will still be possible to establish a flexible work arrangement after September 7, but if you don't have an approved agreement in place by then you will be expected to return to your regular workplace on your regular schedule on that date.

The telework agreement template is the same one used before the pandemic, with some updates to the existing criteria for flexible work. There are three important new criteria to be aware of:

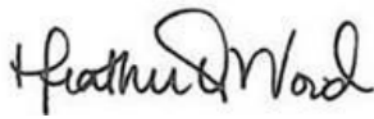
1. **Mandatory Training:** you must complete all mandatory corporate training prescribed by the PSA before a telework agreement can be approved. This includes IM 117 and the Annual Review of the Standards of Conduct and Oath of Employment. The PSA may prescribe additional training in the future, but most of you should have recently completed both these required online courses.
2. **Executive Approval:** requests for remote work three days or more a week require approval by the employee's Assistant Deputy Minister or Executive Lead in addition to your supervisor's approval.
3. **Workspace:** if approved to work remotely three or more days a week, you will be expected to forego a dedicated desk or workspace in your regular workplace. You will always have access to a workspace in the office, but it may be a shared or mobile location as determined by the ministry's workspace planning requirements over time.

The new criteria listed above also applies to telework agreements that were in place prior to the start of the pandemic. More information on all the corporate criteria for flexible work is available on the [MyHR website](#) and I encourage you to review that information if you are interested in continuing with a flexible work arrangement.

Within our ministry, we will approach support for flexible work in a way that effectively supports our organizational effectiveness, our obligations to the public, and our culture. Ministry specific guidance for all employees and supervisors is being developed and will be released shortly. This guidance will include additional ministry specific criteria and instructions on how to submit a request for a flexible work arrangement. Until then, please do not send individual requests to your ADM or Executive Lead.

This is a high priority for the Executive Team in the ministry; we ask for your patience as we transition towards a more sustainable flexible work model.

Sincerely,

A handwritten signature in black ink, reading "Heather Wood". The signature is written in a cursive, flowing style.

Heather Wood  
Deputy Minister, Finance



# Ministry of Finance – Approach to Flexible Work

July 2021

## Guidelines & Process

Our ministry is approaching flexible work in a way that supports our organizational effectiveness, our obligations to the public, and our culture. In addition to following the [approach of the BC Public service](#), our flexible work decisions will also consider the following additional ministry specific expectations. Our ministry's process for submitting a request for a flexible work arrangement is also summarized below.

**PLEASE NOTE:** The suitability of flexible work options will vary according to specific operational requirements or employee circumstances. The flexible work arrangement must be operationally feasible, is voluntary, and requires the mutual agreement of the employee and supervisor. A full list of the corporate flexible work guiding principles and eligibility criteria can be found [here](#).

### Ministry Expectations

- When making decisions on flexible work arrangements it is important to consider the whole team (or branch). Flexible work arrangements can affect how team members interact, how workload is distributed, and team productivity.
- People with direct reports may be permitted flexible work arrangements provided they illustrate how they will be accessible to staff by having a presence in the workplace to support and connect in-person with employees in the office.
- Flexible work arrangement approval matrix:

1 – 2 days/week remote work	ADM approval or as delegated by ADM
All other flexible work arrangements	ADM approval only (may not be delegated)

- Flexible work arrangements may change due to operational requirements, which may include the requirement for additional in-office days on a less frequent basis to complete in-office work, attend meetings, or enable full team in-person interactions.
- Employees working remotely three or more days a week are expected to forego a dedicated (resident) workspace. Divisions may decide to extend this requirement to flexible work arrangements involving one or two days of remote working, subject to workspace planning requirements.
- For employees new to a position, probation periods should be completed primarily in office. Supervisors or other employees who are onboarding employees new to a position may need to increase their time in the office to ensure effective orientation, training, and oversight.
- The ministry will not incur additional costs for equipping a home-based work location ([see FAQ Part Three, #30](#)). All government furniture and equipment borrowed during the pandemic remains the property of the BC Public Service and should be returned to your regular workplace by September 7 ([see FAQ Part Three, #37](#)), except for employer-provided equipment and office supplies (e.g. laptops, pens, paper, etc.).

- Supervisors will familiarize themselves with the [PSA Flexible workplaces](#) information including the [Manager's checklist](#) (e.g. styles of work and criteria) and watch the PSA 15-minute video for supervisors (sent in the All-Government Supervisors email Tuesday July 20, 2021).
- The corporate [Telework Agreement](#) must be used for all flexible work arrangements that are approved to continue after September 7, 2021.
- Divisions must keep track of all flexible work arrangements for reporting purposes.

### Submission & Approval Process

- 1) Review corporate criteria and guiding principles on [flexible workplaces](#).
- 2) Review our ministry expectations.
- 3) Develop a draft telework agreement using the [Flexible Work Proposal Form](#) (optional).
- 4) Discuss the request with your supervisor. Ensure there is agreement on what is acceptable, an agreement between the employee and the supervisor must be reached to proceed.
- 5) Ensure all mandatory considerations are met.
  - To demonstrate completion of the mandatory training requirement, provide a snip/screenshot from your learning history, available in self-service.
- 6) Complete the [Telework Agreement](#) taking steps 4 and 5 into account.
- 7) Obtain approval to finalize the agreement.
- 8) Implement the telework agreement.
- 9) Documentation is saved according to records management guidelines.
- 10) Review the telework agreement annually.

## DM Message - Implementation of telework agreements

From: FIN Deputy Minister FIN:EX <FIN.DeputyMinister@gov.bc.ca>  
Sent: February 18, 2022 2:43:36 PM PST  
Attachments: image001.jpg, image002.jpg



Where ideas work

**Heather Wood** DEPUTY MINISTER

Dear Colleagues:

Yesterday's message from Lori Wanamaker, Deputy Minister to the Premier, Cabinet Secretary and Head of the BC Public Service, provided an update on the implementation of telework agreements. With the easing of COVID-19 restrictions recently announced by Dr. Bonnie Henry, the B.C. Public Health Officer, we can start implementing our telework agreements.

At Finance, we will implement telework agreements effective April 4. To continue working remotely after April 4, you must have an approved telework agreement in place. You can find more information on flexible work, including the flexible work principles and FAQs, [on MyHR](#).

I encourage you to come into the office for one or two days, before April 4, to get reacquainted with our workplaces and reoriented to building safety practices. In some cases, and where it is operationally necessary in your division, you may be asked to attend the workplace before April 4. Your divisional leadership teams will be providing you with more information soon. As always, our workplaces remain open and safe for those who are required or chose to be there, prior to the implementation of our telework agreements.

The past two years have been unprecedented, and our provincial response has evolved as needed. We have continued to adapt our strategy based on public health advice, adding additional layers of protection such as the [COVID-19 vaccination policy](#), to further enhance the safety of our workplaces.

[Communicable diseases plans](#) contain important components to keep our workplaces safe, including:

- Please stay home if you feel unwell
- [Daily health check screening](#) when you plan on being in the office
- Frequent handwashing and hygiene practices
- Mask usage where it is required
- Follow office protocols
- Leave the workplace if you begin to feel unwell once you have discussed with your supervisor.

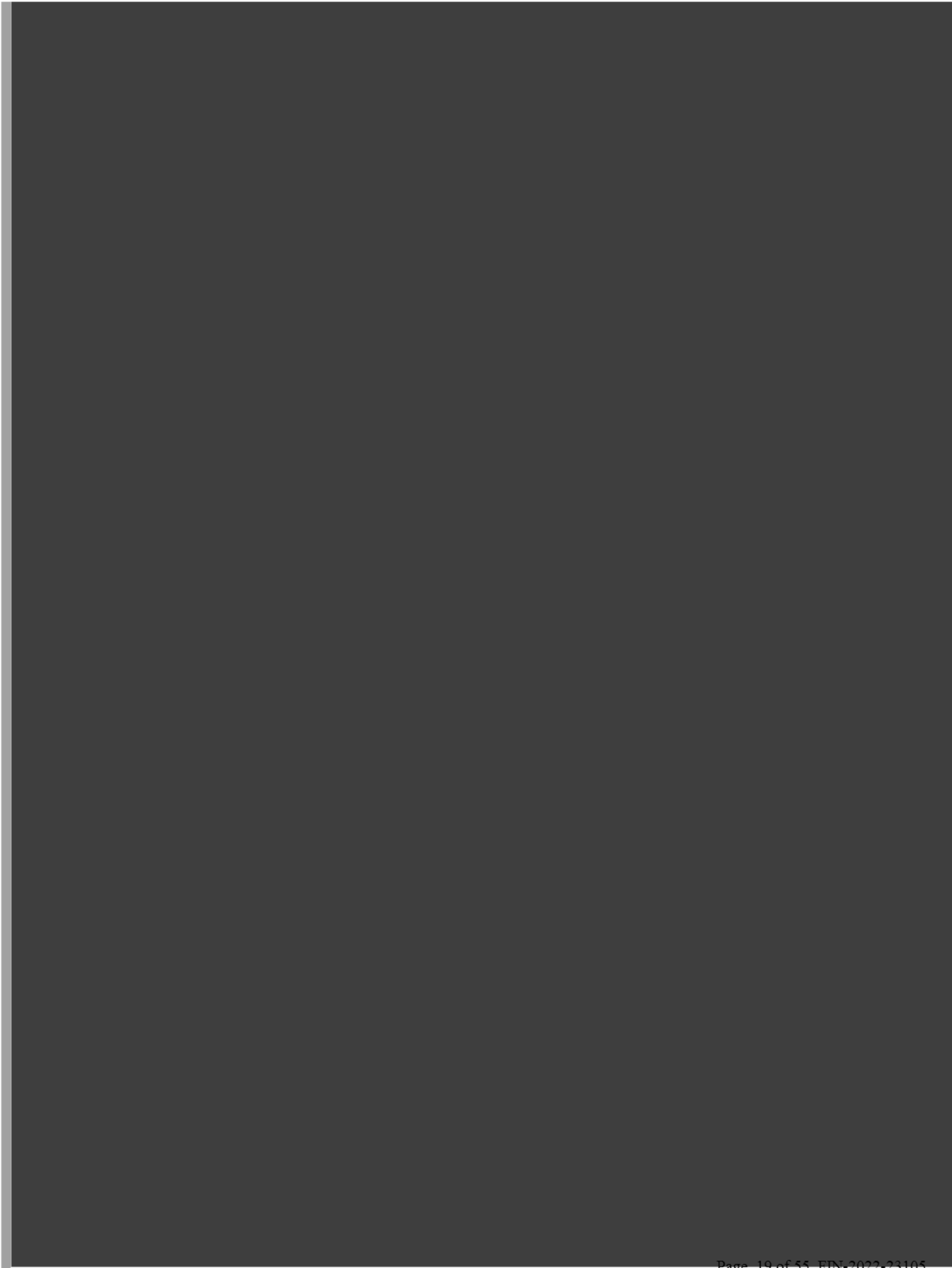
We will update these plans as more information becomes available from the Public Service Agency.

I appreciate that adjusting to a new routine and becoming comfortable in the workplace may take time. Each of us will have different comfort levels that may influence this transition. It's important that we continue to respect each other's personal situations as we navigate these changes.

Thank you to all of you for your ongoing support during this challenging time. I wish you a wonderful Family Day and look forward to this next phase in our pandemic recovery.

Sincerely,

Heather Wood



## Online Telework Agreement approval process for CSD

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From: Wright, Nicole FIN:EX <Nicole.Wright@gov.bc.ca>  
To: Clark, Heather L FIN:EX <Heather.L.Clark@gov.bc.ca>, MacLean, Debbie FIN:EX <Debbie.MacLean@gov.bc.ca>, McAleese, Amy FIN:EX <Amy.McAleese@gov.bc.ca>, McDonnell, Clancy FIN:EX <Clancy.McDonnell@gov.bc.ca>, Ringma, Shalegh FIN:EX <Shalegh.Ringma@gov.bc.ca>, Teo, HB FIN:EX <HB.Teo@gov.bc.ca>, Wright, Nicole FIN:EX <Nicole.Wright@gov.bc.ca>  
Cc: Chamberlain, Emily H FIN:EX <Emily.H.Chamberlain@gov.bc.ca>, Britton, Greg FIN:EX <Greg.Britton@gov.bc.ca>  
Sent: August 22, 2022 10:13:50 AM PDT  
Attachments: image001.png, ADM approval for telework\_August 2022.xlsx  
Hello,

We have set the target of September 17, 2022 to have all ministry telework agreements completed using the new online form. As there is still a requirement for ADM approval for all telework agreements that have 3 or more days of telework per week (DM approval is required for 5 days of telework per week), here is the process I'd like us to use in CSD:

- Supervisors will get ED approval on telework agreements that are 1 or 2 days of telework/week. Supervisor can approve online and nothing further is needed.
- Supervisors will get ED approval on telework agreements that are 3 days of telework/week. ADM approval for all 3 days of telework/week will be sent out as a "generic" email indicating my approval that the supervisor will need to upload with the online form. The ED will provide this "generic" approval to the supervisor once they have approved the agreement.
- ADM pre-approval is required for all 4 or 5 days of telework/week. Please complete the attached template for all 4 or 5 days of telework/week agreements by Sept 2, 2022, indicate whether I have previously approved each specific request and submit your branch list to Shalegh. If these requests are approved, I will send you an email to indicate approval, and the supervisor will need to upload with the online form. (Reminder that DM approval will be required for all 5 day telework/week agreements)

Thanks and let me know if you have any questions.

### Nicole Wright, CPA, CMA

Assistant Deputy Minister & Executive Financial Officer  
Corporate Services Division, Ministry of Finance  
(work) 778-698-7768 Email: [nicole.wright@gov.bc.ca](mailto:nicole.wright@gov.bc.ca)



Where ideas work





## Corporate Services Division - ADM approval for Telework Agreements

BRANCH	FIRST NAME	LAST NAME	# of Days Teleworking (4 or 5)	Employee Rationale	Supervisor Comment/Approval	Approved by ADM previously (Y/N)

City	Address		Prep table														
*NO OFFICE (FULLY REMOTE)	N/A		*NO OFFICE (FULLY REMOTE)	100 MILE HOUSE	ABBOTSFORD	AGASSIZ	AHOUSAHT	ALERT BAY	ALEXIS CREEK	ALLISON PASS	ANAHIM LAKE	ARMSTRONG	ASHCROFT	ATLIN	AVOLA	BALFOUR	BARNSTON ISLAND
100 MILE HOUSE	170 Cedar Ave S		N/A	170 Cedar Ave S	1767 Angus Campbell Rd	2895 Chowat Rd	561 Ahousaht Rd	145 Fir St	2582 Stum Lk Rd	7413 S Trans Prov Hwy	22496 Chilcotin Hwy 20	3420 Mill St	318 Railway Ave	180 3rd St	Hwy 5 N	585 Gladly St	329 Dyke Rd
100 MILE HOUSE	300 Cariboo Hwy			300 Cariboo Hwy	2684 Trinity Ave	6869 Lougheed Hwy		400 Pine St	2584 Stum Lk Rd	7413 S Trans Prov Hwy 3	22541 Hwy 20	3710 Pleasant Valley Rd	611 Railway Ave	180-3rd St		585 Gladly St	
100 MILE HOUSE	475 Birch Ave S			475 Birch Ave S	2777 Gladwin Rd	7086 Pioneer Ave		545 Larch St	2619 Stum Lk Rd		22551 Chilcotin Hwy 20		720 Elm St	188 Discovery Ave			
100 MILE HOUSE	841 Alder Ave			841 Alder Ave	2828 Cruickshank St			551 Larch St	2630 Forest Pl		50801 Christensen Rd			2-2208 Birch Dr			
ABBOTSFORD	1767 Angus Campbell Rd				32375 Veterans Way			561 Larch St	2635 Forest Pl		6647 Christensen Rd			240 1st St			
ABBOTSFORD	2684 Trinity Ave				32463 Simon Ave			69 Maple St 69a	2638 Forest Pl		6649 Christensen Rd			248 Green St			
ABBOTSFORD	2777 Gladwin Rd				32490 Simon Ave			69 Maple St 69b	2641 Forest Pl		6651 Christensen Rd			3rd St			
ABBOTSFORD	2828 Cruickshank St				32525 Simon Ave				7549 Mcauley Rd		6653 Christensen Rd			6th St_Discovery Ave			
ABBOTSFORD	32375 Veterans Way				32555 Simon Ave				7605 Mcauley Rd		6655 Christensen Rd			Lot 6 Monarch Dr			
ABBOTSFORD	32463 Simon Ave				32772 Marshall Rd				7609 Mcauley Rd		Chilcotin Hwy 20			Mcbride Blvd			
ABBOTSFORD	32490 Simon Ave				32885 Ventura Ave				7698 Hwy 20		Christiansen Rd			Monro Ave_4th St			
ABBOTSFORD	32525 Simon Ave				32900 Marshall Rd				7712 Hwy 20		Hwy 20			Munro Ave_4th St			
ABBOTSFORD	32555 Simon Ave				34345 Vye Rd				7714 Hwy 20		Lot 279 Christensen Rd						
ABBOTSFORD	32772 Marshall Rd								7716 Hwy 20		Lot 281 Chilcotin Hwy						
ABBOTSFORD	32885 Ventura Ave								7718 Hwy 20								
ABBOTSFORD	32900 Marshall Rd								7720 Hwy 20								
ABBOTSFORD	34345 Vye Rd								Forest Ln								
AGASSIZ	2895 Chowat Rd								Forest Pl								
AGASSIZ	6869 Lougheed Hwy								Mcauley Rd-Lot 1								
AGASSIZ	7086 Pioneer Ave								Mcauley Rd-Lot 2								
AHOUSAHT	561 Ahousaht Rd								Mcauley Rd-Lot14								
ALERT BAY	145 Fir St								Stum Lk Rd								
ALERT BAY	400 Pine St																
ALERT BAY	545 Larch St																
ALERT BAY	551 Larch St																
ALERT BAY	561 Larch St																
ALERT BAY	69 Maple St 69a																
ALERT BAY	69 Maple St 69b																
ALEXIS CREEK	2582 Stum Lk Rd																
ALEXIS CREEK	2584 Stum Lk Rd																
ALEXIS CREEK	2619 Stum Lk Rd																
ALEXIS CREEK	2630 Forest Pl																
ALEXIS CREEK	2635 Forest Pl																
ALEXIS CREEK	2638 Forest Pl																
ALEXIS CREEK	2641 Forest Pl																
ALEXIS CREEK	7549 Mcauley Rd																
ALEXIS CREEK	7605 Mcauley Rd																
ALEXIS CREEK	7609 Mcauley Rd																
ALEXIS CREEK	7698 Hwy 20																
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ALEXIS CREEK	Forest Ln																
ALEXIS CREEK	Forest Pl																
ALEXIS CREEK	Mcauley Rd-Lot 1																
ALEXIS CREEK	Mcauley Rd-Lot 2																
ALEXIS CREEK	Mcauley Rd-Lot14																
ALEXIS CREEK	Stum Lk Rd																
ALLISON PASS	7413 S Trans Prov Hwy																
ALLISON PASS	7413 S Trans Prov Hwy 3																
ANAHIM LAKE	22496 Chilcotin Hwy 20																
ANAHIM LAKE	22541 Hwy 20																
ANAHIM LAKE	22551 Chilcotin Hwy 20																
ANAHIM LAKE	50801 Christensen Rd																
ANAHIM LAKE	6647 Christensen Rd																
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ANAHIM LAKE	6651 Christensen Rd																
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ANAHIM LAKE	6655 Christensen Rd																
ANAHIM LAKE	Chilcotin Hwy 20																
ANAHIM LAKE	Christiansen Rd																
ANAHIM LAKE	Hwy 20																
ANAHIM LAKE	Lot 279 Christensen Rd																
ANAHIM LAKE	Lot 281 Chilcotin Hwy																
ARMSTRONG	3420 Mill St																
ARMSTRONG	3710 Pleasant Valley Rd																
ASHCROFT	318 Railway Ave																
ASHCROFT	611 Railway Ave																
ASHCROFT	720 Elm St																
ATLIN	180 3rd St																
ATLIN	180-3rd St																
ATLIN	188 Discovery Ave																
ATLIN	2-2208 Birch Dr																
ATLIN	240 1st St																
ATLIN	248 Green St																
ATLIN	3rd St																
ATLIN	6th St_Discovery Ave																
ATLIN	Lot 6 Monarch Dr																
ATLIN	Mcbride Blvd																
ATLIN	Monro Ave_4th St																
ATLIN	Munro Ave_4th St																
AVOLA	Hwy 5 N																
BALFOUR	585 Gladly St																
BALFOUR	585 Gladly St																
BARNSTON ISLAND	329 Dyke Rd																
BARRIERE	478 Barriere Town Rd																
BARRIERE	4936 Barriere Town Rd																
BELLA BELLA	265 Namu Pl																
BELLA BELLA	310 Clatsja St																
BELLA BELLA	317 Clatsja St																









MCBRIDE	MERRITT	MIDWAY	MISSION	MISSISSAUGA	NAKUSP	NANAIMO	NAZKO	NELSON	NEW AIYANSH	NEW DENVER	NEW HAZELTON	NEW WESTMINSTER	NORTH SAANICH	NORTH VANCOUVER	OLIVER	OSOYOOS	PARKSVILLE	PEMBERTON	PENDER ISLAND	PENTICTON
1048 Hwy 16 E	1950 Mamette Ave	493 8th Ave	33276 2nd Ave	506-55 City Centre Dr	109 W 6th Ave	125 Wallace St	9594 Nazko Rd	1010 2nd St	117 Nass Rd	407 Slocan Ave	3023 Mcleod St	1015 Columbia St	10380 John Rd	1200 Lynn Valley Rd	200 Enterprise Way	16 Eagle Ct	103 154 Memorial Ave	1364 Greenwood St	2707 Galley Cr	100 Main St
1138 McBride Cr	2090 Coutlee Ave	569 9th Ave	7266A River Pl		204 6th Ave	1665 Grant Ave		1907 Ridgewood Rd	117A Nass Rd	412 2nd Ave	3238 Sargent Cr	1065 Columbia St	10382 Pat Bay Hwy	150 W Esplanade	425 Similkameen Ave	9912 Hwy 3	1326 Island Hwy E	1366 Aster St	3310 Port Washington Rd	102 Ind Pl
1146 Mcbride Cr	2172 Coutlee Ave	580 Florence St	7364 Horne St		305A 4th St NW	17 Church St		204a Lakeside Dr	117B Nass Rd		3245 Christianson Cr	200 E. Columbia St.		200 E 23rd St	583 Fairview Rd		146 McCarter St	7413 Prospect St	3310 Port Washington Rd	105 Martin St
710 Dominion St	2180 Coutlee Ave	619 8th Ave			305B 4th St NW	190 Wallace St		212 Stanley St	117C Nass Rd		3280 Sargent Cr	237 E Columbia St		221 W Esplanade	583 Fairview Rd		154 Middleton Ave	7448 Dogwood St	36118 Galleon Way	1274 Main St
745 Dominion St	2194 Coutlee Ave	635 5th Ave			402 1st Ave NW	1925 Bowen Rd		310 Ward St	117D Nass Rd		4322 13th Ave	315 McBride Blvd		224 W Esplanade	5917 Airport St		494 Bay Ave	7450 Dogwood St	4419 Bedwell Hbr Rd	152 Main St
Robson Ctr	2196 Quilchena St	885 Hwy 3			415 Broadway St	2080 Labieux Rd		320 Ward St	6 Federal Way		4507 13th Ave	550 Columbia St		233 W 1st St	5935 Sawmill Rd		727 W Island Hwy			1873 Main St
	2999 Voght St	0			8th Ave	2100 Labieux Rd		333 Victoria St			4523 13th Ave	651 Carnarvon St		24th Georges St						215 1301 Main St
	3420 Voght St				922 5th St NW	300 Comox St.		403 Vernon St			4532 12th Ave	668 Carnarvon St		902 W 16th St						254 Haynes St
	Hwy 5a Airport Rd				925 Canyon	35 Front St		403 Vernon St			4547 13th Ave	774 Columbia St								40 Calgary Ave
	Hwy 5a Airport Rd					3945 Biggs Rd		605 Lake St.			4548 12th Ave	777 Columbia St								444 Ellis St
	Hwy 5a_Airport Rd					3945 Biggs Rd		820 Nelson Ave			4563 13th Ave	80 6th St								501 Main St
	Hwy 5a_Airport Rd					3960 Biggs Rd		91 Government Rd			4580 12th Ave	88 10th St								740 Carmi Ave
	SE Hwy 5 Exit 286					4412 Boban Dr		Anabelle Rd			4882 11th Ave	900 Quayside Dr								
						4416 Boban Dr														
						460 Selby St														
						488 Albert St														
						495 Dunsmuir St														
						6475 Metral Dr														
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						6531 Metral Dr														
						6551 Aulds Rd														
						77 Chapel St.														
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City	Address	Prep table															
BELLA BELLA	518 Cheenies St																
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BELLA BELLA	547 Cheenies St																
BELLA BELLA	79 Waglisla St																
BELLA BELLA	89 Waglisla St																
BELLA COOLA	1108 Burke Ave																
BELLA COOLA	636 Cliff St																
BOB QUINN LAKE	Hwy 37																
BOB QUINN LAKE	Stewart Cassiar Hwy 37																
BOSTON BAR	47864 Old Boston Bar Rd																
BOSTON BAR	50620 Slanzi Rd																
BOSTON BAR	50625 Slanzi Rd																
BOSTON BAR	53005-1 Kahmoose Rd																
BOWEN ISLAND	1017 Miller Rd																
BOWEN ISLAND	1021 Miller Rd																
BOWEN ISLAND	1164 Miller Landing Rd																
BOWEN ISLAND	1340 Eagle Cliff Rd																
BURNABY	1901 Rosser Ave																
BURNABY	3133 Sumner Ave																
BURNABY	4170 Still Creek Dr																
BURNABY	4370 Dominion St																
BURNABY	4425 Ledger Ave																
BURNABY	4430 Halifax St																
BURNABY	4601 Can Way																
BURNABY	4603 Kingsway St																
BURNABY	4720 Kingsway St																
BURNABY	4940 Can Way																
BURNABY	4946 Can Way																
BURNABY	4980 Kingsway Ave																
BURNABY	5021 Kingsway St																
BURNABY	5172 Kingsway St																
BURNABY	7645 Kingsway St																
BURNABY	7900 Fraser Park Dr																
BURNABY	9060 Stormont Dr																
BURNS LAKE	108 2nd Ave																
BURNS LAKE	147 Hwy 35																
BURNS LAKE	161 Hwy 16 W																
BURNS LAKE	183 Hwy 16 W																
BURNS LAKE	508 Hwy 16 W																
BURNS LAKE	508 Hwy 16 W																
BURNS LAKE	51 Francois Lk Dr																
BURNS LAKE	51 Francois Lk Dr																
CAMPBELL RIVER	1040 Shopper S Row																
CAMPBELL RIVER	1100 Island Hwy																
CAMPBELL RIVER	1180 Ironwood St																
CAMPBELL RIVER	1400 Dogwood St																
CAMPBELL RIVER	2231 S Island Hwy																
CAMPBELL RIVER	370 S Dogwood																
CAMPBELL RIVER	370 S Dogwood St																
CAMPBELL RIVER	500 13th Ave																
CAMPBELL RIVER	510 13th Ave																
CAMPBELL RIVER	740 Robron Rd																
CAMPBELL RIVER	833 14th Ave																
CAMPBELL RIVER	929 Ironwood St A_B																
CASSIAR	94 Cornell Dr																
CASTLEGAR	1472 Columbia Ave																
CASTLEGAR	555 Columbia Ave																
CASTLEGAR	555 Columbia St																
CASTLEGAR	620 17 St																
CASTLEGAR	845 Columbia Ave																
CASTLEGAR	Hwy 3																
CENTRAL SAANICH	2261 Keating Cross Rd																
CENTRAL SAANICH	6578 Bryn Rd																
CENTRAL SAANICH	7851 E Saanich Rd																
CHARLIE LAKE	8553 Hwy 97 N																
CHARLIE LAKE	9011 Hwy 97 N																
CHASE	226 Shuswap Ave																
CHASE	830 Thompson Ave																
CHETWYND	4744 52nd St																
CHETWYND	4821 S Access Rd																
CHETWYND	5021 49th Ave																
CHETWYND	5125 50th St SW																
CHETWYND	5424 Hospital Rd																
CHETWYND	5425 Hospital Rd																
CHILLIWACK	1100-45337 Calais Cr																
CHILLIWACK	1101-45337 Calais Cr																
CHILLIWACK	1102-45337 Calais Cr																
CHILLIWACK	1103 45337 Calais Cr																
CHILLIWACK	1104-45337 Calais Cr																
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City	Address	Prep table														
CHILLIWACK	1119 45370 Calais Cr															
CHILLIWACK	1120 5495 Korea Rd															
CHILLIWACK	1121 45337 Calais Cr															
CHILLIWACK	1122 45348 Caen Rd															
CHILLIWACK	1123 45374 Calais Cr															
CHILLIWACK	1137 45120 Keith Wilson Rd															
CHILLIWACK	1150 5450 Korea Rd															
CHILLIWACK	1151 45101 Caen Ave															
CHILLIWACK	1152 45337 Calais Cr															
CHILLIWACK	1153 45140 Keith Wilson Rd															
CHILLIWACK	24 Normandy Dr															
CHILLIWACK	44990 Caen Ave															
CHILLIWACK	45270 Keith Wilson Rd															
CHILLIWACK	45421 Calais Cr															
CHILLIWACK	45454 Calais Cr															
CHILLIWACK	45467 Yale Rd															
CHILLIWACK	45540 Yale Rd															
CHILLIWACK	45890 Victoria Ave															
CHILLIWACK	45911 Princess Ave.															
CHILLIWACK	45960 Wellington Ave															
CHILLIWACK	46085 Yale Rd															
CHILLIWACK	46326 Airport Rd															
CHILLIWACK	46360 Airport Rd															
CHILLIWACK	46360 Airport Rd															
CHILLIWACK	46361 Yale Rd															
CHILLIWACK	53033 Chilliwack Lk Rd															
CHILLIWACK	5550 Dieppe Pl															
CHILLIWACK	57657 Chilliwack Lk Rd															
CHILLIWACK	57657 Chilliwack Lk Rd															
CHILLIWACK	57657 Chilliwack Lk Rd															
CHILLIWACK	6640 Vedder Rd															
CHILLIWACK	8978 School St															
CHILLIWACK	9299 Main St															
CHILLIWACK	Five Corners															
CLEARWATER	205 Dutch Lk Rd															
CLEARWATER	209 Dutch Lk Rd															
CLEARWATER	660 Park Dr															
CLEARWATER	687 Yellowhead S Hwy 5															
CLINTON	1002 Teal St															
CLINTON	1200 Kelly Rd															
CLINTON	1204 Kelly Lk Rd															
CLINTON	1405 Government St															
CLINTON	1423 Cariboo Hwy															
CLINTON	1602 McDonald Ave															
CLINTON	411 Spruce St															
CLOVERDALE	316 176th St															
CLOVERDALE	Hwy 15															
COLDWATER LAKES	Coquihalla Hwy															
COLWOOD	1756 Island Hwy															
COLWOOD	345 Wale Rd															
COQUITLAM	1478 Hartley Ave															
COQUITLAM	1500 Woolridge St															
COQUITLAM	2050 Pipeline Rd															
COQUITLAM	2370 United Blvd															
COQUITLAM	2601 Lougheed Hwy															
COQUITLAM	2721 Lougheed Hwy															
COQUITLAM	504 Cottonwood Ave															
COQUITLAM	70 Colony Farm Rd															
COQUITLAM	906 Roderick Ave															
COQUITLAM	906 Roderick_908															
COQUITLAM	Riverview Cr															
COQUITLAM	Trans Can Hwy															
COURTENAY	107 1742 Cliffe Ave															
COURTENAY	1978 Cliffe Ave															
COURTENAY	2455 Mansfield Dr															
COURTENAY	2500 Cliffe Ave															
COURTENAY	420 Cumberland Rd															
COURTENAY	480 Cumberland Rd															
COURTENAY	550 Comox Rd															
COURTENAY	635 Fitzgerald Ave															
COURTENAY	730 Grant Ave															
COURTENAY	800 27 St															
COURTENAY	800 Ryan Rd															
COWICHAN LAKE	70 Stanley Rd															
CRANBROOK	100 Cranbrook St N															
CRANBROOK	102 11th Ave S															
CRANBROOK	117 10th Ave S															
CRANBROOK	1212 2nd St N															
CRANBROOK	129 10th Ave S															
CRANBROOK	12th Ave_Kootenay St N															
CRANBROOK	1902 Theatre Rd															
CRANBROOK	205 Ind Rd															
CRANBROOK	2715 Theatre Rd															
CRANBROOK	5-500 Slater Rd															
CRAWFORD BAY	16332 Hwy 3a															
CRESTON	1243 Northwest Blvd															
CRESTON	1404 Canyon St															
CRESTON	224 10th Ave															
DAWSON CREEK	1001 110th Ave															
DAWSON CREEK	10103 13th St															
DAWSON CREEK	103rd Ave															
DAWSON CREEK	10401 10th St															
DAWSON CREEK	10808 15th St															

City	Address	Prep table															
DAWSON CREEK	1201 103rd Ave																
DAWSON CREEK	1201-103rd Ave																
DAWSON CREEK	1508 102nd Ave																
DAWSON CREEK	8256 Hwy 97-Alaska Hwy																
DAWSON CREEK	9000 17th St																
DEASE LAKE	1 Tanzilla Pl																
DEASE LAKE	270 Elaszgenze Cr																
DEASE LAKE	272 Tatcho St																
DEASE LAKE	284 Tatcho St																
DEASE LAKE	316 Elaszgenze Cr																
DEASE LAKE	320 Tatcho St																
DEASE LAKE	332 Tatcho St																
DEASE LAKE	364 Riverview Dr																
DEASE LAKE	486 Riverview Dr																
DEASE LAKE	50 Boulder Ave																
DEASE LAKE	Airport Rd																
DEASE LAKE	Elaszgenze Dr																
DEASE LAKE	Hwy 37-Block D																
DEASE LAKE	Lot 18-Elaszgenze																
DEASE LAKE	Lot 2505 Airport Rd																
DEASE LAKE	Lot 2505 Airport Rd																
DEASE LAKE	Lot 3-Elaszgenze Rd																
DEASE LAKE	Lot 8 Tatcho St																
DEASE LAKE	Lot D-Elaszgenze R																
DEASE LAKE	Lot S1 Marion Ave																
DEASE LAKE	Lot S1 Marion Pl																
DEASE LAKE	Lot S3 Elaszgenze Dr																
DEASE LAKE	Lot Sb Elaszgenze Dr																
DEASE LAKE	Lot Sb-Elaszgenze Dr																
DEASE LAKE	Lot Sd Tanzilla Pl																
DEASE LAKE	Stikine St																
DEASE LAKE	Stikine_Commercial																
DECKER LAKE	Hwy 16																
DELTA	11245 84th Ave																
DELTA	11861 88 Ave																
DELTA	4343 Skeena St																
DELTA	5000 Bridge St																
DELTA	8150 Nordel Way																
DELTA	8285 120th St																
DELTA	Westham Island Rd_River Rd																
DUNCAN	116 Queens Rd																
DUNCAN	1-361 Trans Can Hwy																
DUNCAN	15 Craig St																
DUNCAN	161 4th St																
DUNCAN	205 Boundary St																
DUNCAN	238 Government St																
DUNCAN	2687 James St																
DUNCAN	3088 Gibbins Rd																
DUNCAN	5785 Duncan St																
DUNCAN	6710 Hwy 1 S																
DUNCAN	675 Can Ave																
DUNCAN	7-180 Central Rd																
DUNCAN	7201 Hwy 1 N																
ELKFORD	1 Clearwater Pl																
ELKFORD	2 Chimo Cr																
ELKFORD	2000 Balmer Dr																
ENDERBY	1110 Belvedere St																
ENDERBY	602 Granville Ave																
ESQUIMALT	1195 Esquimalt Rd																
FALKLAND	5678 Hwy 97																
FERNIE	1302 5th Ave																
FERNIE	1621 10th Ave																
FERNIE	341 2nd Ave																
FERNIE	401 4th Ave																
FORT NELSON	2809 Alaska Hwy																
FORT NELSON	4804 Mcleod Rd																
FORT NELSON	5020 Airport Dr																
FORT NELSON	5217 Airport Dr																
FORT NELSON	5311 50th St																
FORT NELSON	5311 50th St.																
FORT NELSON	5319 50th Ave S																
FORT NELSON	5420 47th St																
FORT NELSON	5420 47th St																
FORT NELSON	5431 Airport Dr																
FORT NELSON	5503 Tuchodi Ave																
FORT NELSON	5512 Tuchodi Ave																
FORT NELSON	5516 Tuchodi Ave																
FORT NELSON	5520 Churchill Ave																
FORT NELSON	5524 Maxhamish Cr																
FORT NELSON	5532 Minnaker Cr																
FORT NELSON	5535 Maxhamish Cr																
FORT NELSON	5536 Minnaker Cr																
FORT NELSON	5608 Minnaker Cr																
FORT NELSON	5616 Minnaker Cr																
FORT NELSON	5619 Alpine Rd																
FORT NELSON	5628 Minnaker Cr																
FORT NELSON	5632 Minnaker Cr																
FORT NELSON	6012 Alaska Hwy Mile 301																
FORT NELSON	6100 Alaska Hwy																
FORT NELSON	6100 Alaska Hwy Mile 301																
FORT NELSON	Mile 302 Alaska Hwy																
FORT ST JAMES	2475 Stones Bay Rd																
FORT ST JOHN	10628 Peck Ln																

City	Address	Prep table															
FORT ST. JOHN	9636 100th Ave																
FORT ST. JOHN	9912-100th Ave																
FORT ST. JAMES	178 Stuart Dr																
FORT ST. JAMES	2475-2497 Stones Bay Rd																
FORT ST. JAMES	250 Douglas St																
FORT ST. JAMES	250 Stuart Dr																
FORT ST. JAMES	2537 Stones Bay Rd																
FORT ST. JAMES	2537-2539 Stones Bay Rd																
FORT ST. JAMES	470 Stuart Dr W																
FORT ST. JAMES	675 Birch St																
FORT ST. JOHN	10003 110th Ave																
FORT ST. JOHN	10011 96th Ave																
FORT ST. JOHN	10043 100th St																
FORT ST. JOHN	10115 110th Ave																
FORT ST. JOHN	10600 100th Ave																
FORT ST. JOHN	10600 100th St																
FORT ST. JOHN	110th Ave																
FORT ST. JOHN	8819 73 St_89 Ave																
FORT ST. JOHN	9900 100th Ave																
FORT ST. JOHN	9941 101 Ave																
FORT WARE	308 Finlay River Rd																
FRASER LAKE	15 Carrier Cr																
FRASER LAKE	160 Murray St																
FRASER LAKE	200 11830 223 St																
GABRIOLA ISLAND	525 South Rd																
GABRIOLA ISLAND	847 Carmen Cr																
GABRIOLA ISLAND	899 Dirksen Rd																
GABRIOLA ISLAND	911 Dirksen Rd																
GIBSONS	938 Gibsons Way																
GOLD RIVER	225 Ucona Crt																
GOLD RIVER	227 Uncona Crt																
GOLD RIVER	229 Ucona Cr																
GOLD RIVER	499 Muchalat Dr																
GOLD RIVER	505 Burman Crt																
GOLD RIVER	507 Burman Crt																
GOLD RIVER	516 Cedar Cr																
GOLDBRIDGE	Bralorne Rd																
GOLDEN	1104 9th St																
GOLDEN	1419 11th Ave N																
GOLDEN	837 Park Dr																
GOLDEN	913 10th Ave N																
GOLDEN	917 10th Ave N																
GOLDEN	Hwy 1																
GOLDEN	Hwy 1																
GRAND FORKS	1608 Central Ave																
GRAND FORKS	486 72 St																
GRAND FORKS	555 Central Ave																
GRAND FORKS	7275 Riverside Dr																
GRAND FORKS	7290 2nd St																
GRANISLE	22 McDonald Ave																
GRANISLE	34 McDonald Ave																
GRANISLE	80 Hagan St																
GRANISLE	92 Morrison St																
GRANISLE	94 Morrison St																
GRANISLE	Hagan St																
HAGENSBORG	1253a Hwy 20																
HAGENSBORG	1253b Hwy 20																
HAGENSBORG	1604 Brothen Rd																
HAGENSBORG	1650 Airport Rd																
HAGENSBORG	1687 Lot 2_3 Airport Rd																
HAGENSBORG	2358 Justin Rd																
HAGENSBORG	2361 Justin Rd																
HAGENSBORG	2639 Gibbs Rd																
HAGENSBORG	2641 Gibbs Rd Hwy 20																
HAGENSBORG	813 Mckay St																
HAGENSBORG	Brothen Rd																
HAGENSBORG	Justin Rd																
HAZELTON	2210 Hwy 62																
HAZELTON	2533_2535 Wiggins Way																
HAZELTON	Hwy 62																
HOPE	1313-6th Ave																
HOPE	650 Kawkawa Lk d																
HOPE	690 Old Hope																
HOPE	833 3rd Ave																
HOPE	999 Water Ave																
HOPE	999 Water St																
HOPE	Hwy 1 E-Laidlaw																
HOPE	Hwy 1 W-Hunter Creek																
HOPE	Hwy 7-Haig																
HORNBY ISLAND	Sollans Rd																
HOUSTON	2145 Butler Ave																
HOUSTON	2430 Butler Ave																
HOUSTON	2500 Butler Ave																
HOUSTON	3268 11 St																
HOUSTON	3367 12th St																
HOUSTON	3400 11th St																
HUDSON'S HOPE	10004 Dudley Dr																
HUDSON'S HOPE	10105 MacIntosh Cr																
HUDSON'S HOPE	10113 MacIntosh Cr																
HUDSON'S HOPE	10317 Gething St																
HUTDA LAKE	15875 Hutda Lk Rd																
INVERMERE	4936 Athalmere Rd																
INVERMERE	625 4th St																

City	Address	Prep table															
INVERMERE	645 7th Ave																
INVERMERE	Ind Rd 1																
JAFFRAY	2260 Jaffray Shop Rd																
JULIET PIT																	
KALEDEN	Kaleden Junction																
KAMLOOPS	1165 Battle St																
KAMLOOPS	1250 Rogers Way																
KAMLOOPS	1255 Dalhousie Dr																
KAMLOOPS	1259 Dalhousie Dr																
KAMLOOPS	1261 Dalhousie Dr																
KAMLOOPS	1265 Dalhousie Dr																
KAMLOOPS	1280 Trans Can Hwy W																
KAMLOOPS	1315 Summit Dr																
KAMLOOPS	167 Lorne St																
KAMLOOPS	175 2nd Ave																
KAMLOOPS	205-150 Victoria St																
KAMLOOPS	2250 Trans Can Hwy																
KAMLOOPS	2575 Trans Can Hwy W																
KAMLOOPS	2650 Trans Can Hwy W																
KAMLOOPS	301 Victoria St																
KAMLOOPS	340 Victoria St																
KAMLOOPS	441 Columbia St																
KAMLOOPS	447 Columbia St																
KAMLOOPS	450 Lansdowne St																
KAMLOOPS	455 Columbia St																
KAMLOOPS	455 Columbia St																
KAMLOOPS	478 St Paul St																
KAMLOOPS	515 Columbia St																
KAMLOOPS	519 Columbia St																
KAMLOOPS	519 Columbia St																
KAMLOOPS	519A Columbia St																
KAMLOOPS	519B Columbia St																
KAMLOOPS	521 Columbia St																
KAMLOOPS	523 Columbia St																
KAMLOOPS	523 Columbia St																
KAMLOOPS	527 Columbia St																
KAMLOOPS	561 Columbia St																
KAMLOOPS	561 Columbia St																
KAMLOOPS	619 Victoria St																
KAMLOOPS	631 Seymour St																
KAMLOOPS	700-235 1st Ave																
KAMLOOPS	726 Sydney Ave																
KAMLOOPS	74 W Seymour St																
KAMLOOPS	750 6th Ave																
KAMLOOPS	820 6th Ave																
KAMLOOPS	905 Southill St																
KAMLOOPS	970 Camosun Cr																
KAMLOOPS	Glenfair Dr																
KASLO	221 Bayview St																
KASLO	335A Ave																
KASLO	413-4th St																
KASLO	454 Balfour Cr																
KASLO	807 C Ave																
KELOWNA	104-2250 Acland Rd																
KELOWNA	1060 Manhattan Dr																
KELOWNA	108 1765 Springfield Rd																
KELOWNA	120 1626 Richter St																
KELOWNA	125 Park Rd																
KELOWNA	1340 Ellis St																
KELOWNA	1345 St Paul St																
KELOWNA	1355 Water St																
KELOWNA	1358 St Paul St																
KELOWNA	1360 Ellis St.																
KELOWNA	1378 St Paul St																
KELOWNA	1420 St Paul St																
KELOWNA	147 Park Rd																
KELOWNA	1475 Ellis St																
KELOWNA	1500 Hardy Pl																
KELOWNA	1640 Dilworth Rd																
KELOWNA	1664 Richter St																
KELOWNA	1690 Powick Rd																
KELOWNA	1726 Dolphin Ave																
KELOWNA	200-1465 Ellis St																
KELOWNA	200-1517 Water St																
KELOWNA	2045 Enterprise Way																
KELOWNA	235 Queensway																
KELOWNA	2611 Norris Rd																
KELOWNA	2611A Norris Rd																
KELOWNA	345 Lawrence Ave.																
KELOWNA	395 Penno Rd																
KELOWNA	405 Hwy 33 W																
KELOWNA	455 Leon Ave																
KELOWNA	460 Doyle Ave																
KELOWNA	478 Bernard Ave																
KELOWNA	565 Bernard Ave																
KELOWNA	590 Bernard St																
KELOWNA	6295 Airport Rd																
KELOWNA	Unit 110, 1626 Richter St																
KEREMEOS	2920 Hwy 3																
KEREMEOS	900 Sparks Dr																
KIMBERLEY	77 Deer Park Ave																
KITIMAT	564 Mountain View Sq																
KITIMAT	603 Mountainview Sq																



City	Address	Prep table															
KITIMAT	795 S Lahakas Blvd																
KLEMTU	Lot 107 S-B Rd																
LANGFORD	1145 Goldstream Ave																
LANGFORD	202-1311 Lkpoint Way																
LANGFORD	2956 Ed Nixon Ter																
LANGFORD	490 Atkins Ave																
ANGLEY	20159 88th Ave																
ANGLEY	20161 86th Ave																
ANGLEY	20338 65 Ave																
ANGLEY	20434 64th Ave																
ANGLEY	20486 64th Ave																
ANGLEY	27090 Gloucester Way																
ANGLEY	5-21330 56th Ave																
ANGLEY	5714 Glover Rd																
ANGLEY	5753 Glover Rd																
ANGLEY	5755 Glover Rd																
ANGLEY	6-21330 56th Ave																
ANGLEY	9440 202nd St																
ANGLEY	C103-19770 94A																
LARDEAU	Duncan St																
LILLOOET	317 Main St																
LILLOOET	514 Main St																
LILLOOET	615 Main St																
LILLOOET	615 Russell Ln																
LILLOOET	639 Main St																
LILLOOET	930 Main St																
LOGAN LAKE	2 Galena Rd																
LUMBY	2135 Norris Ave																
LUMBY	2208 Shuswap Ave																
LYTTON	135 Loring Way																
LYTTON	136 Loring Way																
LYTTON	169 Loring Way																
LYTTON	625 Main St																
LYTTON	664 Alonzo Way																
LYTTON	665 Main St																
LYTTON	666 Alonzo Way																
MACKENZIE	1 Cicada Rd																
MACKENZIE	28 Firth Cr																
MACKENZIE	309 Centennial Dr																
MACKENZIE	32 Ospika Cr																
MACKENZIE	401 Stuart Dr																
MACKENZIE	45 Pine Cr																
MACKENZIE	540 Mackenzie Blvd																
MACKENZIE	615 Azu Pl																
MACKENZIE	64 Centennial Dr																
MAPLE RIDGE	11841 222nd St																
MAPLE RIDGE	11996 Edge St																
MAPLE RIDGE	119th Avenue																
MAPLE RIDGE	13777 256th St																
MAPLE RIDGE	201-21755 Lougheed Hwy																
MAPLE RIDGE	22323 119th Ave																
MAPLE RIDGE	22356 Mcintosh Ave																
MAPLE RIDGE	22420 Dewdney Trunk Rd																
MAPLE RIDGE	22470 Dewdney Trunk Rd																
MAPLE RIDGE	22522 Lougheed Hwy																
MAPLE RIDGE	22932 Lougheed Highway																
MAPLE RIDGE	24800 Alouette Rd																
MAPLE RIDGE	248th St																
MAPLE RIDGE	N 248th																
MAPLE RIDGE	N248th St																
MASSET	1514 Wallace St																
MASSET	1565 Millard St																
MASSET	1577 Millard St																
MASSET	1637 Delkatla St																
MASSET	1666 Orr St																
MASSET	1905 Trumpeter Dr																
MASSET	1942 Brant Cr																
MASSET	1948 Brant Cr																
MASSET	2042 Collison St																
MASSET	2042A Collison St																
MASSET	2153 Collison Ave																
MASSET	2163 Collison Ave																
MCBRIDE	1048 Hwy 16 E																
MCBRIDE	1138 McBride Cr																
MCBRIDE	1146 McBride Cr																
MCBRIDE	710 Dominion St																
MCBRIDE	745 Dominion St																
MCBRIDE	Robson Ctr																
MERRITT	1950 Mamette Ave																
MERRITT	2090 Coutlee Ave																
MERRITT	2172 Coutlee Ave																
MERRITT	2180 Coutlee Ave																
MERRITT	2194 Coutlee Ave																
MERRITT	2196 Quilchena St																
MERRITT	2999 Voght St																
MERRITT	3420 Voght St																
MERRITT	Hwy 5a Airport Rd																
MERRITT	Hwy 5a Airport Rd																
MERRITT	Hwy 5a_Airport Rd																
MERRITT	Hwy 5a_Airport Rd																
MERRITT	SE Hwy 5 Exit 286																
MIDWAY	493 8th Ave																
MIDWAY	569 9th Ave																

City	Address	Prep table															
MIDWAY	580 Florence St																
MIDWAY	619 8th Ave																
MIDWAY	635 5th Ave																
MIDWAY	885 Hwy 3																
MIDWAY																	
MISSION	33276 2nd Ave																
MISSION	7266A River Pl																
MISSION	7364 Horne St																
MISSISSAUGA	506-55 City Centre Dr																
NAKUSP	109 W 6th Ave																
NAKUSP	204 6th Ave																
NAKUSP	305A 4th St NW																
NAKUSP	305B 4th St NW																
NAKUSP	402 1st Ave NW																
NAKUSP	415 Broadway St																
NAKUSP	8th Ave																
NAKUSP	922 5th St NW																
NAKUSP	925 Canyon																
NANAIMO	125 Wallace St																
NANAIMO	1665 Grant Ave																
NANAIMO	17 Church St																
NANAIMO	190 Wallace St																
NANAIMO	1925 Bowen Rd																
NANAIMO	2080 Labieux Rd																
NANAIMO	2100 Labieux Rd																
NANAIMO	300 Comox St.																
NANAIMO	35 Front St																
NANAIMO	3945 Biggs Rd																
NANAIMO	3945 Biggs Rd																
NANAIMO	3960 Biggs Rd																
NANAIMO	4412 Boban Dr																
NANAIMO	4416 Boban Dr																
NANAIMO	460 Selby St																
NANAIMO	488 Albert St																
NANAIMO	495 Dunsmuir St																
NANAIMO	6475 Metral Dr																
NANAIMO	65 Front St																
NANAIMO	6531 Metral Dr																
NANAIMO	6551 Aulds Rd																
NANAIMO	77 Chapel St.																
NAZKO	9594 Nazko Rd																
NELSON	1010 2nd St																
NELSON	1907 Ridgewood Rd																
NELSON	204a Lakeside Dr																
NELSON	212 Stanley St																
NELSON	310 Ward St																
NELSON	320 Ward St																
NELSON	333 Victoria St																
NELSON	403 Vernon St																
NELSON	403 Vernon St																
NELSON	605 Lake St.																
NELSON	820 Nelson Ave																
NELSON	91 Government Rd																
NELSON	Anabelle Rd																
NEW AIYANSH	117 Nass Rd																
NEW AIYANSH	117A Nass Rd																
NEW AIYANSH	117B Nass Rd																
NEW AIYANSH	117C Nass Rd																
NEW AIYANSH	117D Nass Rd																
NEW AIYANSH	6 Federal Way																
NEW DENVER	407 Slocan Ave																
NEW DENVER	412 2nd Ave																
NEW HAZELTON	3023 Mcleod St																
NEW HAZELTON	3238 Sargent Cr																
NEW HAZELTON	3245 Christianson Cr																
NEW HAZELTON	3280 Sargent Cr																
NEW HAZELTON	4322 13th Ave																
NEW HAZELTON	4507 13th Ave																
NEW HAZELTON	4523 13th Ave																
NEW HAZELTON	4532 12th Ave																
NEW HAZELTON	4547 13th Ave																
NEW HAZELTON	4548 12th Ave																
NEW HAZELTON	4563 13th Ave																
NEW HAZELTON	4580 12th Ave																
NEW HAZELTON	4882 11th Ave																
NEW WESTMINSTER	1015 Columbia St																
NEW WESTMINSTER	1065 Columbia St																
NEW WESTMINSTER	200 E. Columbia St.																
NEW WESTMINSTER	237 E Columbia St																
NEW WESTMINSTER	315 McBride Blvd																
NEW WESTMINSTER	550 Columbia St																
NEW WESTMINSTER	651 Carnarvon St																
NEW WESTMINSTER	668 Carnarvon St																
NEW WESTMINSTER	774 Columbia St																
NEW WESTMINSTER	777 Columbia St																
NEW WESTMINSTER	80 6th St																
NEW WESTMINSTER	88 10th St																
NEW WESTMINSTER	900 Quayside Dr																
NEW WESTMINSTER	960 Quayside Dr																
NORTH SAANICH	10380 John Rd																
NORTH SAANICH	10382 Pat Bay Hwy																
NORTH VANCOUVER	1200 Lynn Valley Rd																
NORTH VANCOUVER	150 W Esplanade																

City	Address	Prep table															
NORTH VANCOUVER	200 E 23rd St																
NORTH VANCOUVER	221 W Esplanade																
NORTH VANCOUVER	224 W Esplanade																
NORTH VANCOUVER	233 W 1st St																
NORTH VANCOUVER	24th Georges St																
NORTH VANCOUVER	902 W 16th St																
OLIVER	200 Enterprise Way																
OLIVER	425 Similkameen Ave																
OLIVER	583 Fairview Rd																
OLIVER	583 Fairview Rd																
OLIVER	5917 Airport St																
OLIVER	5935 Sawmill Rd																
OSOYOOS	16 Eagle Ct																
OSOYOOS	9912 Hwy 3																
PARKSVILLE	103 154 Memorial Ave																
PARKSVILLE	1326 Island Hwy E																
PARKSVILLE	146 McCarter St																
PARKSVILLE	154 Middleton Ave																
PARKSVILLE	494 Bay Ave																
PARKSVILLE	727 W Island Hwy																
PEMBERTON	1364 Greenwood St																
PEMBERTON	1366 Aster St																
PEMBERTON	7413 Prospect St																
PEMBERTON	7448 Dogwood St																
PEMBERTON	7450 Dogwood St																
PENDER ISLAND	2707 Galley Cr																
PENDER ISLAND	3310 Port Washington Rd																
PENDER ISLAND	3310 Port Washington Rd																
PENDER ISLAND	36118 Galleon Way																
PENDER ISLAND	4419 Bedwell Hbr Rd																
PENTICTON	100 Main St																
PENTICTON	102 Ind Pl																
PENTICTON	105 Martin St																
PENTICTON	1274 Main St																
PENTICTON	152 Main St																
PENTICTON	1873 Main St																
PENTICTON	215 1301 Main St																
PENTICTON	254 Haynes St																
PENTICTON	40 Calgary Ave																
PENTICTON	444 Ellis St																
PENTICTON	501 Main St																
PENTICTON	740 Carmi Ave																
PORT ALBERNI	2999 4th Ave																
PORT ALBERNI	3019 4th Ave																
PORT ALBERNI	4070 8th Ave																
PORT ALBERNI	4088 8th Ave																
PORT ALBERNI	4760 Roger St																
PORT ALBERNI	4780 Roger St																
PORT ALBERNI	4833 Southgate Rd																
PORT ALBERNI	4885 Cherry Creek Rd																
PORT ALBERNI	4904 Argyle St																
PORT ALICE	1067 Matsque Ave																
PORT ALICE	1092 Maquinna Ave																
PORT ALICE	1092 Maquinua Ave																
PORT CLEMENTS	12 Park St																
PORT COQUITLAM	1451 Kingsway Ave																
PORT COQUITLAM	2062 Manning St																
PORT COQUITLAM	2099 Lougheed Hwy																
PORT COQUITLAM	2580 Mary Hill Rd																
PORT COQUITLAM	2620 Mary Hill Rd																
PORT HARDY	7355 Columbia St																
PORT HARDY	8755 Gray St																
PORT HARDY	8785 Gray St																
PORT HARDY	9250 Trustee Rd																
PORT MCNEILL	2217 Mine Rd Pl																
PORT MCNEILL	2700 Haddington Cr																
PORT MCNEILL	7C-1705 Campbell Way																
PORT MOODY	205 Newport Dr																
PORT MOODY	220 Brew St																
PORT MOODY	3003 St Johns St																
PORT SIMPSON	15 Munroe St																
POUCE COUPE	13350 Hwy 2																
POWELL RIVER	6944 Alberni St																
POWELL RIVER	6953 Alberni St																
POWELL RIVER	6975 Alberni St																
POWELL RIVER	7077 Duncan St																
PRINCE GEORGE	1011 4th Ave																
PRINCE GEORGE	1055 5th Ave.																
PRINCE GEORGE	1108 3rd Ave																
PRINCE GEORGE	1160 7th Ave																
PRINCE GEORGE	1160 7th Ave.																
PRINCE GEORGE	1200 La Salle Ave																
PRINCE GEORGE	1211 Gunn Rd																
PRINCE GEORGE	1411 3rd Ave																
PRINCE GEORGE	1441 7th Ave																
PRINCE GEORGE	1444 Edmonton St																
PRINCE GEORGE	1445 10th Ave																
PRINCE GEORGE	1475 10th Ave																
PRINCE GEORGE	1488 4th Ave																
PRINCE GEORGE	1493 7th Ave.																
PRINCE GEORGE	155 Mcdermid Dr																
PRINCE GEORGE	1577 7th Ave																
PRINCE GEORGE	1581 Hart Hwy 97 N																

City	Address	Prep table															
PRINCE GEORGE	1594 7th Ave																
PRINCE GEORGE	1600 15th Ave																
PRINCE GEORGE	1600 3rd Ave																
PRINCE GEORGE	1669 Victoria St																
PRINCE GEORGE	1686 Lyon St																
PRINCE GEORGE	1705 3rd Ave																
PRINCE GEORGE	1750 Quinn St																
PRINCE GEORGE	2000 Ospika Blvd																
PRINCE GEORGE	2155-10th Ave																
PRINCE GEORGE	2275 Quinn St																
PRINCE GEORGE	250 George St																
PRINCE GEORGE	27110 Cariboo Hwy 97 S																
PRINCE GEORGE	2809 Ferry Ave																
PRINCE GEORGE	282 2nd Ave																
PRINCE GEORGE	299 Victoria St																
PRINCE GEORGE	3235 Westwood Dr																
PRINCE GEORGE	325 Brunswick St																
PRINCE GEORGE	3695 Opie Cr																
PRINCE GEORGE	3732 Opie Cres																
PRINCE GEORGE	3732_3740 Opie Cr																
PRINCE GEORGE	3980 22nd Ave																
PRINCE GEORGE	4020 5th Ave																
PRINCE GEORGE	4166 15th Ave																
PRINCE GEORGE	4172 15th Ave																
PRINCE GEORGE	4186-15th Ave																
PRINCE GEORGE	4255 Prince G Airport																
PRINCE GEORGE	444 George St																
PRINCE GEORGE	490 Brunswick St																
PRINCE GEORGE	496-498 Queensway St																
PRINCE GEORGE	499 George St																
PRINCE GEORGE	4th Ave_ Ontario																
PRINCE GEORGE	514 550 Victoria St																
PRINCE GEORGE	587 Hwy 16 E																
PRINCE GEORGE	761 W Central St																
PRINCE GEORGE	795 Hwy 16 E																
PRINCE GEORGE	795 Hwy 16E																
PRINCE GEORGE	795 Hwy16 E																
PRINCE RUPERT	1 Coast Guard Rd																
PRINCE RUPERT	100 Market Pl																
PRINCE RUPERT	132 W 1st Ave																
PRINCE RUPERT	201 W 3rd Ave																
PRINCE RUPERT	2351 Seal Cove Rd																
PRINCE RUPERT	309 W 2nd Ave																
PRINCE RUPERT	316 3rd Ave																
PRINCE RUPERT	45 Charlie Currie Rd																
PRINCE RUPERT	Market Pl																
PRINCETON	136 Tapton Ave																
PRINCETON	200 Hwy 3 E																
QUADRA ISLAND	584 Helanton Rd																
QUADRA ISLAND	615 Heriot Bay Rd																
QUADRA ISLAND	644 Heriot Bay Rd																
QUADRA ISLAND	646 Heriot Bay Rd																
QUADRA ISLAND	Quathiaski Cove																
QUEEN CHARLOTTE	1021 2nd Ave																
QUEEN CHARLOTTE	1229 Oceanview Dr																
QUEEN CHARLOTTE	133 3rd Ave																
QUEEN CHARLOTTE	137 3rd Ave																
QUEEN CHARLOTTE	216 Oceanview Dr																
QUEEN CHARLOTTE	2nd Ave																
QUEEN CHARLOTTE	306 Oceanview Dr																
QUEEN CHARLOTTE	3211 Wharf St																
QUEEN CHARLOTTE	3429 3rd Ave																
QUEEN CHARLOTTE	3499 3rd Ave																
QUEEN CHARLOTTE	3507 3rd Ave																
QUEEN CHARLOTTE	3rd Ave																
QUEEN CHARLOTTE	402 1st Ave																
QUEEN CHARLOTTE	402-1st Ave																
QUEEN CHARLOTTE	421 2nd Ave																
QUEEN CHARLOTTE	504 1st Ave																
QUEEN CHARLOTTE	509 2nd Ave																
QUEEN CHARLOTTE	513 2nd Ave																
QUEEN CHARLOTTE	613 2nd Ave																
QUEEN CHARLOTTE	917 2nd Ave																
QUEEN CHARLOTTE	Lot 10-3507 3rd Ave																
QUEEN CHARLOTTE	Lot 1-3507 3rd Ave																
QUEEN CHARLOTTE	Lot 2-3507 3rd Ave																
QUEEN CHARLOTTE	Lot 3-3507 3rd Ave																
QUEEN CHARLOTTE	Lot 5-3507 3rd Ave																
QUEEN CHARLOTTE	Lot 8-3507 3rd Ave																
QUEEN CHARLOTTE	Lot 9-3507 3rd Ave																
QUEEN CHARLOTTE	Lot A-Forestry Hill																
QUESNEL	163 Kinchant St																
QUESNEL	322 Johnston Ave																
QUESNEL	350 Barlow																
QUESNEL	350 Barlow Ave																
QUESNEL	3870 Hwy 97 N																
QUESNEL	395 Elliot St																
QUESNEL	410 Kinchant St																
QUESNEL	644-674 Front St																
REVELSTOKE	1123 2nd St W																
REVELSTOKE	1761 Big Eddy Rd																
REVELSTOKE	210 Garden Ave																
REVELSTOKE	555 Victoria Rd																

City	Address	Prep table															
RICHMOND	12952 Rice Mill Rd																
RICHMOND	3688 Cessna Dr																
RICHMOND	3999 Williams Rd																
RICHMOND	4600 Jacombs Rd																
RICHMOND	5611 Cooney Rd																
RICHMOND	5840 Cedarbridge Way																
RICHMOND	7577 Elmbridge Way																
RICHMOND	8100 Granville Ave																
RICHMOND	8151 Bennett Rd.																
RICHMOND	Deas Island Tunnel																
ROSSLAND	1102 Hwy 22																
ROSSLAND	2288 Columbia Ave																
SAANICH	1100-100-4464 Markham St																
SAANICH	1150 Mckenzie Ave																
SAANICH	3200 Shelbourne St																
SAANICH	3350 Douglas St																
SAANICH	3400 Davidson Ave																
SAANICH	3550 Saanich Rd																
SAANICH	3960 Quadra St																
SAANICH	3965 Quadra St																
SAANICH	4000 Seymour																
SAANICH	4000 Seymour Pl																
SAANICH	4001 Seymour Pl																
SAANICH	4099 Pat Bay Hwy																
SAANICH	4216 Wilkinson Rd																
SAANICH	4220 Commerce Cir																
SAANICH	4234 Glanford Ave																
SAANICH	4300 N Rd																
SAANICH	4460 Chatterton Way																
SAANICH	4478 W Saanich Rd																
SAANICH	5339 Hamsterly Rd																
SAANICH	771 Vernon Ave																
SAANICH	800 Cloverdale Ave																
SAANICH	Gordon Pt Dr																
SAANICH	Portage Rd																
SALMO	365 Main St																
SALMO CRESTON SUMMIT	Summit Of Stagleap																
SALMO CRESTON SUMMIT	Summit Of Stagleap																
SALMON ARM	10th Ave NE 16th St N																
SALMON ARM	120 6th St NE																
SALMON ARM	351 Hudson Ave NE																
SALMON ARM	550 2nd Ave NE																
SALMON ARM	550 Lakeshore Rd NE																
SALMON ARM	850 16th St NE																
SALMON ARM	851 16th St NE																
SALTSPRING ISLAND	106 Agar Rd																
SALTSPRING ISLAND	343 Lower Ganges Rd																
SALTSPRING ISLAND	401 Lower Ganges Rd																
SANDSPIT	364 Christina Pl																
SANDSPIT	406 Copper Bay Rd																
SANDSPIT	61 Airport Rd																
SAYWARD	141 Seaview St																
SAYWARD	170 Dyer Rd																
SAYWARD	260 Ambleside Dr																
SAYWARD	610 Kelsey Way																
SECHELT	5480 Shorncliffe Ave																
SECHELT	5498 Wharf Ave																
SECHELT	5710 Teredo St																
SHAWNIGAN LAKE	2780 Shawnigan Lk Rd																
SICAMOUS	1125 Paradise Ave																
SICAMOUS	1133 Eagle Pass Way																
SICAMOUS	1214 Shuswap Ave																
SIDNEY	2071 Malaview Ave																
SIDNEY	9884 3rd St																
SKIDEGATE	888 Hwy 16																
SLIM CREEK	19600 McBride Hwy 16 W																
SMITHERS	1020 Murray St																
SMITHERS	1070 Main St																
SMITHERS	2984 Railway Ave																
SMITHERS	3333 Tatlow Rd																
SMITHERS	3351 Yellowhead Hwy																
SMITHERS	3726 Alfred Ave																
SMITHERS	3793 Alfred Ave																
SMITHERS	3862A Broadway Ave																
SMITHERS	Alfred Park																
SOOKE	2076 Church Rd																
SOOKE	6672 Wadams Way																
SPARWOOD	136 Spruce Ave																
SPARWOOD	607 Douglas Rd																
SPARWOOD	Greenwood Mall																
SPARWOOD	Hwy 3																
SPUZZUM	36500 Main Rd																
SQUAMISH	1100 Hunter Pl Rd																
SQUAMISH	1360 Pemberton Ave																
SQUAMISH	38077 2nd Ave																
SQUAMISH	42000 Loggers Ln																
SQUAMISH	42000 Loggers Ln																
SQUAMISH	Centennial Parkway																
SQUAMISH	Hunter Pl.																
STEWART	1101 Raven St																
STEWART	1102 Railway St																
STEWART	1410 Raven St																
STEWART	1507 Glacier Dr																

City	Address	Prep table															
STEWART	1808 Yukon Dr																
STEWART	703 Brightwell St																
STEWART	707 Conway St																
SUMMERLAND	13211 Henry Ave																
SUMMERLAND	567 Hwy 97																
SUMMERLAND	567 Hwy 97 S																
SURREY	10095 Whalley Blvd																
SURREY	10193 152a St																
SURREY	10207 153rd St.																
SURREY	10221 153rd St																
SURREY	10240-135 St																
SURREY	10428 153 St																
SURREY	10453 Whalley Blvd																
SURREY	10470 152nd St																
SURREY	10475 138th St																
SURREY	105a Ave. & 136a St.																
SURREY	10777 University Dr																
SURREY	12758-80th Ave																
SURREY	13401 108th Ave																
SURREY	13450 102nd Ave																
SURREY	13545 64th Ave																
SURREY	13630 72nd Ave																
SURREY	13650 102 Ave																
SURREY	13680 105a Ave																
SURREY	13745 72nd Ave																
SURREY	14245 56 Ave																
SURREY	14292 Green Timbers Way																
SURREY	142nd St. 58th Ave																
SURREY	14323 57th Ave																
SURREY	14340 57th Ave																
SURREY	14672 108a Ave																
SURREY	15117-101 Ave																
SURREY	152 St. 112 Ave																
SURREY	15355 102a Ave																
SURREY	15420 Fraser Hwy																
SURREY	15955 Fraser Hwy																
SURREY	16088 84th Ave																
SURREY	1641 Commercial Dr																
SURREY	17969 Roan Pl																
SURREY	298-Hwy 99																
SURREY	5477 152nd St																
SURREY	7350 King George Blvd																
SURREY	7445-132 St																
SURREY	7495 132nd St																
SURREY	7565-132nd St																
SURREY	8307 130th St																
SURREY	9180 King George Blvd																
SURREY	9437 192nd St																
SURREY	9460 140th St																
SURREY	9900 King George Blvd																
SURREY	Unit 104 7455 132nd St																
TAHSIS	166 Harbourview Rd																
TATLA LAKE																	
TELEGRAPH CREEK	1 Sawtooth Rd																
TELEGRAPH CREEK	2 Sawtooth Rd																
TELEGRAPH CREEK	3 Sawtooth Rd																
TELEGRAPH CREEK	57 NE 131st																
TELEGRAPH CREEK	Stikine Ave																
TERRACE	102 4450 Greig Ave																
TERRACE	2918 Eby St																
TERRACE	3215 Eby St																
TERRACE	3220 Eby St																
TERRACE	3220 Eby St.																
TERRACE	3320 Earle St																
TERRACE	3408 Kalum St																
TERRACE	3412 Kalum St																
TERRACE	4545 Lazelle Ave																
TERRACE	4634 Park Ave																
TERRACE	4702 Lazelle Ave																
TERRACE	4710 Keith Ave																
TERRACE	4825 Keith Ave																
TERRACE	5220 Keith Ave																
TETE JAUNE CACHE	Yellowhead Hwy 16																
TEXADA ISLAND	1958 Blubber Bay Rd																
TEXADA ISLAND	4637 Cedar St																
TEXADA ISLAND	5010 Gillies Bay Rd																
TOFINO	250 Lone Cone Rd																
TOFINO	270 Lone Cone Rd																
TOFINO	351 Arnet Rd																
TOFINO	400 Campbell St																
TOFINO	421 Neill St																
TOFINO	450 Gibson St																
TOFINO	531 Cypre Cr																
TOFINO	616 Alberto Rd																
TRAIL	1051 Farwell St																
TRAIL	1199 Bay Ave																
TRAIL	1290 Esplanade																
TRAIL	1520 Bay Ave																
TRAIL	Dewdney Ave																
TROUT LAKE	Lardeau St																
TSAY KEH DENE	18 Main St																
TSAY KEH DENE	A-18 Main St																
TSAY KEH DENE	B-18 Main St																

City	Address	Prep table															
TSAY KEH DENE	C-18 Main St																
TSAY KEH DENE	D-18 Main St																
TUMBLER RIDGE	119 Ash Cr																
TUMBLER RIDGE	124 Murray Dr																
TUMBLER RIDGE	144 Ash Cr																
TUMBLER RIDGE	224 Cottonwood Ave																
TUMBLER RIDGE	315 Founders St																
TUMBLER RIDGE	8 Palsson Pl																
UCLUELET	1611 Bay St																
UCLUELET	1711 Bay St																
UCLUELET	1712 Cedar St																
UCLUELET	1736 Larch St																
UCLUELET	1960 Cynamoka Rd																
UCLUELET	207 Marine Dr																
UCLUELET	500 Matterson Dr																
UCLUELET	5-1620 Peninsula Rd																
VALEMOUNT	1045 8th Ave																
VALEMOUNT	1246 6th Ave																
VALEMOUNT	1296 7th Ave																
VALEMOUNT	1300 4th Ave																
VALEMOUNT	1300 8th Ave																
VALEMOUNT	1322 9th Ave																
VALEMOUNT	1420 7th Ave																
VALEMOUNT	1435 5th Ave																
VANCOUVER	1030 W Georgia St																
VANCOUVER	1040 W Pender St																
VANCOUVER	1050 W Pender St																
VANCOUVER	1055 W Hastings St																
VANCOUVER	1060 Alberni																
VANCOUVER	1066 W Hastings St																
VANCOUVER	107 E. Cordova St.																
VANCOUVER	108 2780 E Broadway																
VANCOUVER	111 Dunsmuir St.																
VANCOUVER	1155 W Pender St																
VANCOUVER	1177 W Broadway																
VANCOUVER	1200 W 73rd Ave																
VANCOUVER	1308 SE Marine Dr																
VANCOUVER	1311 Commercial Dr																
VANCOUVER	1651 Commercial Dr																
VANCOUVER	1688 Cypress																
VANCOUVER	1720 Grant St																
VANCOUVER	1725 Robson St																
VANCOUVER	1727 W Broadway																
VANCOUVER	1770 Burrard St																
VANCOUVER	1788 W Broadway																
VANCOUVER	1855 Burrard St																
VANCOUVER	1855 W 1st Ave																
VANCOUVER	1923 W 4th St																
VANCOUVER	2025 W Broadway																
VANCOUVER	205 Powell St																
VANCOUVER	210 W Broadway																
VANCOUVER	211 Gore Ave																
VANCOUVER	222 Main St																
VANCOUVER	2288 Kingsway																
VANCOUVER	2350 Commercial Dr																
VANCOUVER	250 Powell St																
VANCOUVER	2525 Commercial Dr																
VANCOUVER	255 E 12th Ave																
VANCOUVER	265 E Cordova St																
VANCOUVER	275 E Cordova St																
VANCOUVER	2810 Grandview Hwy																
VANCOUVER	2940 Virtual Way																
VANCOUVER	2945 Hebb Ave																
VANCOUVER	2990 Westbrook Mall																
VANCOUVER	347 E Cordova St																
VANCOUVER	3665 Kingsway																
VANCOUVER	377 E 2nd Ave																
VANCOUVER	5020 Joyce St.																
VANCOUVER	510 Burrard St																
VANCOUVER	535 Hornby St																
VANCOUVER	550 Cambie St																
VANCOUVER	555 W Hastings St																
VANCOUVER	598 Cassiar Connector																
VANCOUVER	605 Robson St																
VANCOUVER	655 W 12th Ave																
VANCOUVER	655 W12th Ave																
VANCOUVER	687 Powell St																
VANCOUVER	700 W Georgia St																
VANCOUVER	700 W Pender St																
VANCOUVER	777 Seymour St																
VANCOUVER	800 Hornby St																
VANCOUVER	800 Smithe St																
VANCOUVER	800 W Georgia St																
VANCOUVER	808 Nelson St																
VANCOUVER	808 W Hastings St																
VANCOUVER	810 W Broadway																
VANCOUVER	815 Hornby St																
VANCOUVER	828 W 8th Ave																
VANCOUVER	865 Hornby St																
VANCOUVER	900 Howe St																
VANCOUVER	909 Burrard St.																
VANCOUVER	999 Can Pl																
VANDERHOOF	1560 Hwy 16 E																

City	Address	Prep table															
VANDERHOOF	160 E Columbia St																
VANDERHOOF	181 W Columbia St																
VANDERHOOF	189 Stewart St E																
VANDERHOOF	2440 Bute Ave																
VANDERHOOF	2573 Burrard St																
VANDERHOOF	3255 Hospital Rd																
VANDERHOOF	3299 Hospital Rd																
VANDERHOOF	7384 Hwy 16 W																
VERNON	1440 14th Ave																
VERNON	2101 32nd St																
VERNON	2501 14th Ave																
VERNON	2802 30th St																
VERNON	2809 28 St																
VERNON	2820-28th St																
VERNON	2899 30th Ave																
VERNON	3001 27th St																
VERNON	3002 27th St																
VERNON	3007 35th Ave																
VERNON	3100 30th Ave																
VERNON	3101 29th Ave																
VERNON	3115 48th Ave																
VERNON	3201 30th St																
VERNON	3306-3308 29th St																
VERNON	33rd St Coldstream Ave																
VERNON	4607 23rd St																
VERNON	4791 23rd St																
VERNON	Hwy 97																
VERNON	N Hwy 97																
VICTORIA	1001 Douglas St																
VICTORIA	1045 Mears St																
VICTORIA	1106 Cook St																
VICTORIA	1112 Wharf St																
VICTORIA	1175 Douglas St																
VICTORIA	1215 Broad St																
VICTORIA	1312 Blanshard St																
VICTORIA	1321 Blanshard St																
VICTORIA	1401 Rockland Ave																
VICTORIA	1405 Douglas St																
VICTORIA	1471 Rockland Ave																
VICTORIA	1483 Douglas St																
VICTORIA	1515 Blanshard St																
VICTORIA	1520 Blanshard St																
VICTORIA	1675 Douglas St																
VICTORIA	1802 Douglas St																
VICTORIA	1803 Douglas St																
VICTORIA	1810 Blanshard St																
VICTORIA	1952 Bay St																
VICTORIA	254 Belleville St																
VICTORIA	28 Bastion Sq																
VICTORIA	2814-2828 Nanaimo St																
VICTORIA	2881 Nanaimo St																
VICTORIA	2940 Jutland Rd																
VICTORIA	2955-2957 Jutland Rd																
VICTORIA	2975 Jutland Rd																
VICTORIA	2995 Jutland Rd																
VICTORIA	302 Kingston St																
VICTORIA	343 Bay St																
VICTORIA	395 Waterfront Cr																
VICTORIA	401 Garbally Rd.																
VICTORIA	421 Menzies St																
VICTORIA	431 Menzies St																
VICTORIA	433 Kingston St																
VICTORIA	490 Belleville St																
VICTORIA	501 Belleville St																
VICTORIA	506 Government St																
VICTORIA	514 Government St																
VICTORIA	525 Superior St																
VICTORIA	545 Superior St																
VICTORIA	563 Superior St																
VICTORIA	609 Broughton St																
VICTORIA	612 Government St																
VICTORIA	614 Humboldt St																
VICTORIA	617 Government St																
VICTORIA	620 Menzies St																
VICTORIA	620 Superior St																
VICTORIA	633 Courtney St																
VICTORIA	634 Humboldt St																
VICTORIA	635 Broughton St.																
VICTORIA	645 Tyee Rd																
VICTORIA	646 Superior St																
VICTORIA	675 Belleville St																
VICTORIA	703 Broughton St																
VICTORIA	711 Broughton St																
VICTORIA	716 Courtney St																
VICTORIA	720 Douglas St																
VICTORIA	727 Fisgard St																
VICTORIA	732 Broughton St																
VICTORIA	735 Broughton St																
VICTORIA	744 Fairview Rd																
VICTORIA	747 Fort St																
VICTORIA	800 Johnson St																
VICTORIA	808 Douglas St																
VICTORIA	810 Blanshard St																



City	Address	Prep table														
VICTORIA	818 Fort St															
VICTORIA	835 Humboldt St															
VICTORIA	836 Yates St															
VICTORIA	836_844 Courtney St															
VICTORIA	839 Academy Cl															
VICTORIA	850 Burdett St															
VICTORIA	880 Douglas St															
VICTORIA	908 Pandora Ave															
VICTORIA	910 Government St															
VICTORIA	914 Yates St															
VICTORIA	940 Blanshard St															
VICTORIA	976 Meares St															
VICTORIA	Kingston St															
VICTORIA	Superior St															
VIEW ROYAL	1801 Admirals Rd															
VIEW ROYAL	2709 Shoreline Dr															
VIEW ROYAL	29 Helmcken Rd															
VIEW ROYAL	75 Talcott Rd															
VIEW ROYAL	94 Talcott Rd															
VIEW ROYAL	Trans Can Hwy															
WELLS	12491 Barkerville Hwy 26															
WELLS	3932 Legion Dr															
WELLS	4368 Margaret St															
WELLS	Gardner St															
WEST KELOWNA	2448 Main St															
WEST KELOWNA	2484 Main St															
WEST KELOWNA	3685 Hoskins Rd															
WEST VANCOUVER	430 Marine Dr															
WHISTLER	205G-1200 Alpha Lk Rd															
WHISTLER	2109 Helm Pl															
WHISTLER	6463 Balsam Way															
WHISTLER	8175 Alpine Way															
WHISTLER	8313 Valley Dr															
WHISTLER	8648 Drifter Way															
WHISTLER	9258 Emerald Dr															
WHISTLER	9269 Pine Tree Ln															
WHITE ROCK	15455 Vine Ave															
WILLIAMS LAKE	1010 Mackenzie Ave															
WILLIAMS LAKE	1100 Mackenzie Ave															
WILLIAMS LAKE	197 N 2nd Ave															
WILLIAMS LAKE	280 3rd Ave N															
WILLIAMS LAKE	280 Mackenzie Ave															
WILLIAMS LAKE	280A 3rd Ave N															
WILLIAMS LAKE	540 Borland St															
WILLIAMS LAKE	540 Borland St															
WILLIAMS LAKE	575 Borland St															
WILLIAMS LAKE	640 Borland St															
WILLIAMS LAKE	98 1 Ave S															
YAHK																
ZEBALLOS	500 Parkway Rd															
ZEBALLOS	Parkway Rd															

0  
1  
2  
3  
4  
5  
6  
7

Yes  
No

StartDate 2021/07/22  
EndDate 2031/07/22

Active  
Inactive

Ministry of Finance  
Return to the Office Planning – Telework Arrangements

The BC Public Service recognizes the importance of flexibility around when and where employees work. Employees can consider flexible work options, including working from home or “telework”. The role of the supervisor is to review and approve requests for mobile work options.

Corporate Guiding Principles:

- Participating in a mobile work arrangement is voluntary and requires the mutual agreement of the employee and supervisor; it is not an entitlement
- Open, ongoing communication about performance, team goals, workplace environment, scheduling changes, training, technology and overall success of the arrangement are key to the success of mobile work
- The suitability of mobile work options will vary according to specific operational requirements or according to the individual employee's circumstances.
- Employees must be performing satisfactorily prior to being approved and must maintain their performance
- Mobile work options support the health and safety of employees
- Mobile work options safeguard the safety and confidentiality of information

It is key for the supervisor to approve working from home in advance.

\*Taken from [BCPSA's Managing Flexible Work Options](#) webpage.

Ministry Considerations:

- Diversity and Inclusion
- Professionalism – employees conduct themselves professionally and with integrity at all times, regardless of where they are working
- Service quality is maintained and business objectives are met
- Teamwork is maintained and a strong team culture is considered an important part of employee engagement and productivity
- Performance Management – specific and clearly communicated performance targets must be in place and employees must be performing satisfactorily prior to being approved and must maintain their performance
- Supervisors who are onboarding new employees may need to increase their time in the office to ensure effective orientation, training and oversight; work teams may need to temporarily increase in-office time to build trust and a team culture with the new employee
- While 1-1 conversations between the employee and their supervisor are required to determine telework feasibility, it is also important for supervisors to consider the whole team when making decisions. Changes to individual work arrangements will

March 15, 2022

ultimately affect how the team interacts, how workload is distributed, and team productivity.

March 15, 2022

Previous Work Arrangement	Future Work Arrangement	Requirements
No telework	Some telework (i.e. 1-3 days/week)	<ul style="list-style-type: none"> <li>• Employee makes proposal to supervisor</li> <li>• Feasibility is confirmed by supervisor</li> <li>• Telework Agreement put in place</li> </ul>
Some telework	Some telework	<ul style="list-style-type: none"> <li>• Reinstitute previous Telework Agreement</li> <li>• Telework Agreement put in place if there is none</li> </ul>



## Employee and Supervisor Resources for Telework Implementation

### Step 1: Feasibility Assessment

- Employee makes proposal to supervisor. PSA's [Employee Proposal](#) is not required but may be helpful to frame discussion.
- Manager assesses proposal, based on conversations and any documentation provided by the employee. PSA's [Manager's Checklist](#) is not required but may be helpful to ensure all aspects are considered.

### Step 2: Implementation Requirements

- Employee and supervisor complete a [Telework Agreement](#), and employee reviews and completes the policies and requirements listed within the Telework Agreement including:
  - [Check In/Check out Guidelines](#)
  - [Flexible Workplaces and Information Security](#)
  - [Home Technology Assessment](#)
  - [Safety Inspection for Working at Home](#)
- Documentation is saved according to records management guidelines; supervisor ensures paperwork such as Check In/Check out information is easily accessed to ensure employee safety is maintained.

### Step 3: Implement & Evaluate

- Implement telework arrangement
- Supervisor checks in regularly with employee, the work team and clients to confirm:
  - Performance targets and deliverables are being completed as agreed to
  - Employee performance is satisfactory
  - Workload is distributed equitably
  - Team communication and collaboration are intact
- Adjustments to telework agreement are made as necessary

# Approach to flexible work at Ministry of Finance

(posted on Finance intranet, March 2022)

Flexible work for the BC Public Service is defined as alternate work arrangements, which includes mobile work within a BC Public Service office, working from home or working from another location outside the office. The Ministry of Finance supports flexible work arrangements that benefit both the employer and the employee, enabling us to meet our obligations to citizens while building a positive work culture.

In addition to following the [approach of the BC Public Service](#), our flexible work decisions also consider the specific operational requirements of the role, and/or employee circumstances. The flexible work arrangement must be operationally feasible, is voluntary, and requires the mutual agreement of the employee and supervisor. Please speak with your supervisor if you would like to explore flexible work options in your current role.

## **Corporate Requirements for Remote Work**

All corporate criteria for eligibility for remote work are listed in the [Telework Agreement](#) including completion of:

- [IM117 training](#)
- [Annual Review of Standards of Conduct and Oath of Employment](#)
- [Fraud Awareness workshop](#)

Completion of [Working Alone Risk Assessment & Check-in](#), signed by all applicable parties  
Approval of Telework agreements:

- Requests for remote work one or two days per week are signed/approved by the supervisor
- Requests for remote work three days or more per week are approved by the supervisor and the employee's Assistant Deputy Minister

Telework Agreements must be reviewed by the employee and the supervisor, on an annual basis

## **Ministry of Finance Requirements/Information for Remote Work**

- Review BCPS [Getting Started with flexible work in the BC Public Service](#)
- Completion of a Telework Agreement
- All Finance employees who work remotely on a regular basis must complete the new digital [Telework Agreement](#) by September 19, 2022, regardless of when their current telework agreement was implemented.
- Employees working remotely three or more days a week are expected to forego a dedicated (resident) workspace. Divisions may decide to extend this requirement to flexible work arrangements involving one or two days of remote working, subject to workspace planning requirements.

- People with direct reports may be permitted flexible work arrangements provided they illustrate how they will be accessible to staff by having a presence in the workplace to support and connect in-person with employees in the office.
- For employees new to a position, probation periods should be completed primarily in office. Supervisors or other employees who are onboarding employees new to a position may need to increase their time in the office to ensure effective orientation, training, and oversight