

From: [Doidge, Tracey GCPE:EX](#)
To: ["Robb Gibbs"](#)
Cc: [Aaron, Sage GCPE:EX](#); [Watt, Adrienne GCPE:EX](#)
Subject: GCPE Contract Termination C23GCPE43131 - Romar Communications Inc.
Date: November 10, 2022 7:33:52 AM
Attachments: [A2 - C23GCPE43131 - Romar Communications Ltd - Termination.pdf](#)

Good Morning Robb,

Please find attached an amendment to terminate your contract effective November 14, 2022.
Please sign, date and return to me as soon as possible.

Thank you so much,

Tracey Doidge
Financial Business Analyst
Government Communications and Public Engagement
250-356-7513

ADVICE TO MINISTER

<p>CONFIDENTIAL</p> <p>GCPE-FIN ISSUE NOTE</p> <p>Ministry of Finance</p> <p>Update: April 28, 2023</p> <p>Minister Responsible: Hon. Katrine Conroy</p>	<p>GCPE Direct Awards & Contracts over \$10,000</p>
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ADVICE AND RECOMMENDED RESPONSE:

- Our government wants to ensure it is working for all British Columbians and this means ensuring people can access the information and services they need.
- GCPE uses third-party vendors to help government fulfil its obligations to communicate with the public in a relevant and accessible manner.
- Government procurement follows an open and transparent procurement policy when we contract third party services. The policy is available online.
- Work is assigned to agencies based on previous history with similar work, areas of expertise and when the contract falls within the annual GCPE budget.

Direct Awards to ROMAR:

- Romar provided communications coaching services as well as support for GCPE's non-partisan advertising standards.
- These direct awards follow all government procurement policy and were reviewed by executives as part of government's regular prudent fiscal management.
- GCPE's contract with ROMAR was terminated effective November 10, 2022.

WHY IS FORMER GCPE ADM ROBB GIBBS PLAYING A ROLE IN YOUR NON-PARTISAN ADVERTISING STANDARDS REVIEW?

- The Non-partisan Advertising Standards, introduced by our government, require all core B.C. government informational advertising (STOB 67) be reviewed against non-partisan advertising review criteria before it is released for publication or broadcast.
- Advertising campaigns with budgets over \$250,000 are required to undergo a mandatory non-partisan review conducted by Advertising Standards Canada (ASC), a not-for-profit organization that administers the Canadian Code of Advertising.
- Our former contractor stopped working abruptly due to health issues and we required support immediately from someone who knew the process.
- Robb Gibbs played a key role in establishing the non-partisan advertising standards for government.
- Robb Gibbs is no longer providing these services, as GCPE's contract with ROMAR

was terminated effective November 10, 2022.

BACKGROUND:

All direct award contracts are posted monthly to Open Government. All contract awards over \$10K are posted quarterly to Open Government. Direct awards are posted to the Open Information website not later than 60 calendar days after the end of the month to which they relate.

Contract awards ordered according to the date the contract services began:			
April 2022			
Ai-Media Canada Inc.	Provide Live-Stream Closed Captioning, Speech-to-Text Services, Integrated Directly into Various Real-Time Social Media and Government Platforms	Sole Source	\$50,000
AKTIV Software Corporation	System Maintenance & Support and Emergency Restart/Recovery for Today's News Online Application: Notice to Vendors 13161	Sole Source	\$105,000
Environics Research Group	Eight Focus Groups – Affordability W2500	Another Competitive Selection Process Used – Standing Offer	\$35,010
Fan Rong Marketing Ltd.	Provide Social Media Marketing Services for Chinese Communities through WeChat	Sole Source	\$33,396
Johnson, Lise	Provide Writing Services for GCPE, Environment Communications Branch	Emergency	\$20,000
Kang, Raminder Pal Singh	Translation Services for GCPE's Communications Materials from English to Punjabi and/or Hindi	Emergency	\$55,000
Mindstrong Communications Ltd	Translation Services for GCPE's Communications Materials from English to Punjabi and/or Hindi	Emergency	\$30,000
Romar Communications Ltd.	Provide Support for the Internal and External Non-Partisan Advertising Standards Review *Agreement amended to decrease by \$10,000 *Contract Cancelled Nov 14, 2022	Confidentiality	\$25,000 TO \$15,000
Romar Communications Ltd.	Provide Communications Support and Coaching Services to Executive Council *Contract Cancelled Nov 1, 2022	Confidentiality	\$50,000
Rutkowski, James	Provide Support in the Development and Launch of BC's Economic Strategy	Confidentiality	\$50,500
Tsang, Kit Fu Loran	Translation Services for GCPE's Communications Materials from English to Traditional Chinese and/or Simplified Chinese	Emergency	\$15,000
The Makers Multimedia Ltd	Provide Webcasting Services	Another Competitive Selection Process Used – GDX RFQ ON-003317	\$11,000
Wong, Pik Ching	Translation Services for GCPE's Communications Materials from English to Traditional Chinese and/or Simplified Chinese	Emergency	\$50,000
Insights West Marketing Research Inc.	Quarterly Omnibus Quantitative Research W2434	Another Competitive Selection Process Used – Standing Offer	\$17,750

ADVICE TO MINISTER

Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - April	Another Competitive Selection Process Used – Standing Offer	\$15,600
MCIS Language Solutions	Translation Services for GCPE's Communications Materials from English to Various Languages	Another Competitive Selection Process Used – Corporate Supply Arrangement	\$75,000
MOSAIC Translation Services	Translation Services for GCPE's Communications Materials from English to Various Languages	Another Competitive Selection Process Used – Corporate Supply Arrangement	\$75,000
Vox International Translation Services	Translation Services for GCPE's Communications Materials from English to Various Languages	Another Competitive Selection Process Used – Corporate Supply Arrangement	\$75,000
May 2022			
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature – May	Another Competitive Selection Process Used – Standing Offer	\$15,600
Elevate Consulting Inc.	Provide Facilitation and Business Advisory Support to GCPE	Another Competitive Selection Process Used – Corporate Supply Arrangement	\$74,880
June 2022			
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - June	Another Competitive Selection Process Used – Standing Arrangement	\$15,600
July 2022			
LeSueur, Kathryn DBA LeSueur Communications	Provide Support for the Internal and External Non-Partisan Advertising Standards Review	Confidentiality	\$22,000
Zoeller, Sonja	Provide Writing Services for GCPE, Forest Communications Branch	Emergency	\$15,000
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - July	Another Competitive Selection Process Used –	\$15,600

		Standing Arrangement	
Leger Marketing Alberta, Inc	Omnibus Survey – SSR 220707	Another Competitive Selection Process Used – Standing Arrangement	\$18,080
Leger Marketing Alberta, Inc	Omnibus Survey – SSR 220725	Another Competitive Selection Process Used – Standing Arrangement	\$10,600
August 2022			
Elevate Consulting Inc.	Provide Strategic Human Resources Support, Executive Coaching and Facilitation Services	Another Competitive Selection Process Used – Corporate Supply Arrangement	\$16,560 TO \$26,640
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - August	Another Competitive Selection Process Used – Standing Arrangement	\$15,600
September 2022			
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - September	Another Competitive Selection Process Used – Standing Arrangement	\$15,600
Canseco, Mario dba Research Co	Research and Survey Services W2620	Another Competitive Selection Process Used – Standing Offer	\$10,440
Canseco, Mario dba Research Co	Research and Survey Services W2622	Another Competitive Selection Process Used – Standing Offer	\$18,960
Canseco, Mario dba Research Co	Research and Survey Services W2623	Another Competitive Selection Process Used – Standing Offer	\$14,880
Mosaic Translation Services	Translation Services for GCPE's Communications Materials from English to Various Languages	Another Competitive Selection Process Used – Corporate Supply Arrangement	\$75,000

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October 2022			
Hansen, Regan Elizabeth DBA ONIT Consulting	Develop an Integrated Strategic Marketing Plan for the BC Govt Public Facing Wildfire Preparedness and Prevention	Emergency	\$15,000
Leger Marketing Alberta, Inc.	Omnibus Survey – SSR 220913 *Agreement extended to April 30, 2023	Another Competitive Selection Process Used – Standing Arrangement	\$61,155
Canseco, Mario dba Research Co	Research and Survey Services W2638	Another Competitive Selection Process Used – Standing Offer	\$17,787
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - October	Another Competitive Selection Process Used – Standing Arrangement	\$15,600
November 2022			
Don Craig Photography	Provide Photography and Video Support for Government Events	Emergency	\$15,000
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - November	Another Competitive Selection Process Used – Standing Arrangement	\$15,600
Sound Waves Entertainment Network Ltd.	Audio Visual Services for Premier's Swearing In	Another Competitive Selection Process Used – Standing Arrangement	\$21,531
December 2022			
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - December	Another Competitive Selection Process Used – Standing Arrangement	\$15,600
January 2023			
Canseco, Mario DBA Research Co.	Research and Survey Services W2653	Another Competitive Selection Process Used – Standing Offer	\$17,218
Demers, Charles	Provide Writing Services for the Province of BC	Confidentiality	\$73,000

Canadian Opinion Research Ltd. DBA McAllister Opinion Research	Research and Survey Services SSR 230117-McAllister	Another Competitive Selection Process Used – Standing Arrangement	\$19,840
Now Communications Inc. DBA The NOW Group	StrongerBC – Budget 2023 W2652	Another Competitive Selection Process Used – Standing Offer	\$41,850
Sound Waves Entertainment Network Ltd.	Virtual Studio Equipment Rental at the Legislature - January	Another Competitive Selection Process Used – Standing Arrangement	\$15,600
Strategic Communications Inc.	Research Services SSR 230201-StratCom	Another Competitive Selection Process Used – Standing Arrangement	\$60,000
February 2023			
Enchainement Productions Inc.	Provide audio and visual services in the Prince George area.	Emergency	\$6,000
Lloyd, Evan Stanley	Provide advice on confidential strategic communications planning, as well as writing services.	Confidentiality	\$20,000 TO \$28,750
Sound Waves Entertainment Network Ltd. DBA SW Event Technology	Audio and visual services for BC Budget Lockup 2023	Another Competitive Selection Process Used – Standing Arrangement	\$48,456
March 2023			
Canseco, Mario DBA Research Co.	Research and survey services (W2674)	Another Competitive Selection Process Used – Standing Arrangement	\$42,209

Direct Award Contract Policies

Direct award policies were updated by the OCG on July 26/21.

Procurement is governed by the *Procurement Services Act* and chapter six of the Core Policy and Procedures Manual.

The Core Policy and Procedure Manual sets out five possible conditions under which ministries are permitted to directly award procurement contracts without a competitive process.

The conditions are:

- Where the contract is with another government organization

ADVICE TO MINISTER

- When there is only one supplier qualified or available and it can be strictly proven
- When there is an unforeseen emergency
- Where there are security and order concerns
- Or when “the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest.”

s.13

Key dates: Secured services by contractors and direct awards are proactively released each quarter and posted to the Open Information site.

Communications Contact:	Richelle D. Funk	250-387-3514
Program Area Contact:	Angela Liu	
File Created:	September 21, 2017	
File Updated:	April 5, 2023	

Marie Della Mattia
Updated April 28, 2023

Key Messages

- When Marie Della Mattia started as Deputy Minister of GCPE she formally declared her potential conflict in accordance with BC's Public Service Agency requirements.
- She does not participate in decisions related to contracts awarded to qualified advertising creative or research vendors.
- The Assistant Deputy Minister of Strategic Communications is responsible for procurement decisions related to advertising creative and research.
- This was already the existing practice at GCPE prior to Ms. Della Mattia's becoming deputy minister.
- All procurement decisions made by GCPE are in line with government's procurement requirements.

Key Facts

- Marie is no longer a shareholder in NOW Communications and hasn't been since 2016.
- s.22 is one of the owners of NOW Communications and Viewpoints Research.
- GCPE has Standing Arrangements with both NOW and Viewpoints.

Timeline

July 25, 2019 – Sexual Violence Prevention Campaign awarded by GCPE to NOW

June 1, 2018 – CleanBC information campaign and CleanBC Better Homes information campaign both awarded to NOW

December 2019 – StrongerBC information campaign awarded to NOW

March 15, 2021 – Stigma Reduction information campaign awarded to NOW

August 2022 – Viewpoints acquired by the same holding companies that own NOW. These are: Dungbeetle, Et Al Media and 9965653 Canada Inc. Joanne Deer, Michele Della Mattia and Heather Fraser are the sole directors of those holding companies.

September 9, 2022 – Decriminalization research statement of work signed with Viewpoints Research Ltd after competitive service request. Viewpoints was the only respondent.

September 12, 2022 – GCPE notified in writing about the change in ownership of Viewpoints Research Ltd.

November 10, 2022 – ROMAR's termination of contract with GCPE. ROMAR is a business owned by Marie and s.22

**** Advice to Minister****

Marie Della Mattia
Updated April 28, 2023

November 18, 2022 – Marie's start date as deputy minister of GCPE

December 6, 2022 – Marie submitted paperwork to declare possible conflict regarding ^{s.22} ownership of NOW Communications and Viewpoints Research as well as the mitigation measure to address the conflict, inline with PSA process. Decisions about vendors of any kind, including qualifications for vendor list's, assignment of projects to qualified vendors and direct awards for contracts are restricted to the ADM in charge of Strategic Communications.

January 2023 – Focus groups by Viewpoints for StrongerBC/Economy early January, through a sub via NOW, and ad testing focus groups by Viewpoints for StrongerBC Creative, via a Select Service Request through our Standing Arrangement Research list.

Conflict of Interest Senior Executive Disclosure Form:

For Newly Appointed Deputy, Associate & Assistant Deputy Ministers

All employees in the BC Public Service are required under the Public Service Oath Regulation and Standards of Conduct to avoid conflicts of interest. Employees must arrange their private affairs in a manner that will prevent real, perceived, or potential conflicts of interest from arising. Employees also have an obligation to proactively disclose information to the employer regarding circumstances that may give rise to a real, perceived, or potential conflict of interest so that any such conflict may be assessed and appropriately addressed. Effectively managing conflicts of interest is one of the primary ways that public confidence in the integrity of the public service is fostered and maintained.

As senior executives in the BC Public Service, Deputy Ministers, Associate Deputy Ministers and Assistant Deputy Ministers are similarly required to avoid conflicts of interest and disclose any conflicts that do arise. While this responsibility is shared by all public service employees, senior executives have a special responsibility to ensure they act as models and advocates of BC Public Service values and the Standards of Conduct and that they hold themselves to the highest ethical standards.

USING THE SENIOR EXECUTIVE DISCLOSURE FORM

The purpose of the Disclosure Form is to ensure that all newly appointed Deputy, Associate or Assistant Deputy Ministers fulfill their obligation to disclose any circumstances to the employer that may constitute a real, perceived or potential conflict of interest. The Disclosure Form requires newly appointed senior executives to:

- Acknowledge they have read and understood the conflict of interest provisions of the Standards of Conduct;
- Acknowledge they are disclosing what is or may be a conflict of interest, **OR** that they are presently NOT in a conflict of interest;
- Report the facts and other relevant details related to the possible conflict (where applicable);
- Agree they will cooperate with requests for additional information made by the employer and inform the employer of any changes to the facts or other relevant details related to the possible conflict (where applicable).

Once the Disclosure Form has been completed and signed, it should be submitted to the Director, Policy and Research Branch, at the BC Public Service Agency (see contact information below). The Agency will review and assess the disclosure, consult with other parts of government as necessary (e.g., legal advice from the Ministry of Attorney General), and provide direction regarding how to proceed.

FOR MORE INFORMATION & IF YOU HAVE QUESTIONS

For additional information regarding the disclosure and employer assessment process, please see:

- The Standards of Conduct
- Disclosing a Conflict of Interest: Employee Guideline & Disclosure Form.
- Assessing & Addressing a Conflict of Interest: Guideline for Managers, Ethics Advisors & Deputy Ministers

Questions regarding any aspect of the disclosure or assessment process may be sent to:

Angela Weltz
Director, Policy & Research Branch
BC Public Service Agency
Phone: 778.698.7929
Email: Angela.Weltz@gov.bc.ca

For example, an employee works for a Ministry that approves grants to municipal governments. The employee is considering setting up a private consulting business to advise municipalities on applying for provincial grants. The Employee Disclosure Statement would contain:

- The employee's job duties that may give rise to a conflict of interest, such as monitoring, reviewing, and approving provincial grant applications.
- Any other aspect of work that may be relevant to a conflict of interest, such as the employee's duty to ensure they do not benefit from information acquired solely by reason of their employment.
- A description of the employee's private interests in sufficient detail that the employer can assess what if any measures that may need to put in place to either mitigate or prevent a conflict of interest.
- A description of how the private consulting business may conflict with the employee's job duties, and description of how the employee proposes to address this conflict to ensure the public interest is upheld.

WHEN YOU HAVE COMPLETED THIS FORM, PLEASE SUBMIT IT (AND ANY SUPPORTING DOCUMENTS) TO THE DIRECTOR, POLICY AND RESEARCH BRANCH, BC PUBLIC SERVICE AGENCY (SEE THE FIRST PAGE FOR CONTACT INFORMATION).

Notice of Collection of Personal Information:

The information required by this form and the Public Service Oath Regulation and Standards of Conduct is collected for the purpose of assessing whether the circumstances disclosed constitutes a real, perceived, or potential conflict of interest. Managing conflict of interest concerns in favour of the public interest is necessary to maintain public trust and confidence in the integrity of the BC Public Service.

This information is collected in accordance with section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA). Once a conflict of interest matter is resolved, this form will be included on the employee's personnel file held by the BC Public Service Agency. All information collected, used and disclosed for the purposes of assessing a possible conflict of interest will be treated in strict accordance with FOIPPA. Questions about the management of the information can be directed to the Director, Policy and Research Branch, BC Public Service Agency, PO BOX 9404, Victoria, BC, V8W 9V1, (250) 952-6000.

Employee Declaration:

I certify that the information I am providing with this form is to the best of my knowledge complete and accurate. I acknowledge that misrepresentations or material omissions may be a breach of the Standards of Conduct and grounds for discipline.

Name of Employee:

Marie Della Mattia

Signature of Employee:

M. Della Mattia

Date:

Dec 6 / 22

Conflict of Interest Senior Executive Disclosure Form

The Standards of Conduct define a conflict of interest as a situation where an employee's private affairs or financial interests are in conflict, or could result in the perception of conflict, with the employee's duties or responsibilities in such a way that:

- the employee's ability to act in the public interest could be impaired; or
- the employee's actions or conduct could undermine or compromise:
 - the public's confidence in the employee's ability to discharge work responsibilities; or
 - the trust that the public places in the BC Public Service.

A conflict of interest therefore involves a conflict between the public duty and private interests of an employee, in which the private interests could influence the performance of their job duties, or in which an employee uses their office for personal gain.

All employees, including senior executives, are required under the Public Service Oath Regulation and Standards of Conduct to arrange their private affairs in a manner that avoids real, perceived or potential conflicts of interest, and to disclose any possible conflict situations that do arise to the employer. Please see the Standards of Conduct for more information about your conflict of interest obligations.

Employee Acknowledgements

Acknowledgement	Employee Initials
1. I have read and understood the Standards of Conduct section concerning conflicts of interest.	<i>MDA</i>
2. I am disclosing what is or may be a conflict of interest (see instructions below).	<i>MDA</i>
3. I have concluded I am NOT involved in any conflict of interest (proceed to the signature section on the next page).	
4. Where I am disclosing a possible conflict and initialed box (2) above, I agree to cooperate with the employer regarding requests for additional information directly related to and necessary to address this possible conflict, and to inform the employer of any changes to the facts or other relevant details directly related to this conflict.	<i>MDA</i>

Employee Disclosure Statement

Please include as part of this form an Employee Disclosure Statement setting out the circumstances you believe may constitute a conflict of interest. You may use the Employee Disclosure Statement page included in this form (see Appendix 2) **OR** attach a separate document. Your statement should include a description of:

- Your **job duties or activities** relevant to the possible conflict.
- Your **private interests** relevant to the possible conflict. **[Note: You must review and complete the Third Party provisions of this form before disclosing the personal information of third parties (e.g. spouse, friend, business partner). See Appendix 1 for more information.]**
- The nature of the conflict that exists between your job duties or activities and your private interests, and any mitigation measures you propose to address the conflict.

APPENDIX 2: EMPLOYEE DISCLOSURE STATEMENT

Name of Employee: Marie Della Mattia
Position of Employee: Deputy Minister GCPE
Ministry or Organization: Government Communications Public Engagement
Date: Dec 6, 2022

Please provide a description of:

- Your job duties or activities relevant to the possible conflict.
- Your private interests relevant to the possible conflict. [Note: You **must** review and complete the Third Party provisions of this form before disclosing the personal information of third parties (e.g. spouse, friend, business partner). See Appendix 1 for more information.]
- The nature of the conflict that exists between your job duties or activities and your private interests, and any mitigation measures you propose to address the conflict.

Employee's job duties or activities relevant to the possible conflict:

Decisions about advertising or research or communications contractors involving companies owned by me and my family members.

Employee's private interests relevant to the possible conflict:

s.22

Describe the nature of the conflict that exists between your job duties or activities and your private interests, and any mitigation measures you propose to address the conflict:

Decisions about vendors of any kind will be delegated to the ADM in charge of Strategic Communications including :

- Qualifications for Vendor List
- Assignment of projects to qualified vendors
- Direct awards for confidential contracts.

APPENDIX 1: COLLECTION AND USE OF A THIRD PARTY'S PERSONAL INFORMATION

Assessment of a conflict of interest by the employer may on occasion require a Third Party's personal information in order to determine whether the circumstances represent a conflict of interest for the employee. The third party might be the employee's spouse, another family member, a friend, or business associate whose interest is related to the conflict being disclosed.

To ensure government may collect and use the personal information of a third party that relates directly to and is necessary for an assessment of a conflict of interest, the *Freedom of Information and Protection of Privacy Act* requires the third party to authorize the collection of their personal information. **If you are making a disclosure that involves the personal information of a third party, you must obtain their signature authorizing the collection and use the information by the employer.**

If you are unable to obtain the signature of the third party for any reason, or if you have any questions, please contact the BC Public Service Agency for advice regarding how to proceed.

NOTICE TO THE THIRD PARTY – Authorization for Collection and Use of Personal Information:

The information provided in the Employee Disclosure Statement will be collected by the employer of the employee for the purpose of assessing whether the circumstance disclosed in the statement constitutes a conflict of interest. In making their disclosure, the employee has determined that they must disclose your personal information contained in the Employee Disclosure Statement as it is directly related and necessary to assess whether a conflict of interest exists.

Disclosing and managing conflicts of interest is a requirement of public service employment and is a requirement of the Standards of Conduct and the Public Service Oath for the purposes of maintaining public trust. Once a conflict of interest matter is resolved, this form will be included on the employee's personnel file held by the BC Public Service Agency. This information is being collected in accordance with section 27(1)(a)(i) of the Freedom of Information and Protection of Privacy Act and will be subject to the protection provisions of that Act. Questions about the collection of this information can be directed to the Director, Policy and Research Branch, BC Public Service Agency, PO BOX 9404, Victoria, BC, V8W 9V1, (250) 952-6000.

By authorizing the indirect collection of my personal information contained in the attached Employee Disclosure Statement, I agree that I have reviewed and authorize the collection of this information for the purpose of assessing whether a conflict of interests exists for the employee named below.

Name of Employee:

Marie DellaMatta
s.22

Name of the Third Party:

Signature of the Third Party:

Date: December 18, 2022

APPENDIX 1: COLLECTION AND USE OF A THIRD PARTY'S PERSONAL INFORMATION

Assessment of a conflict of interest by the employer may on occasion require a Third Party's personal information in order to determine whether the circumstances represent a conflict of interest for the employee. The third party might be the employee's spouse, another family member, a friend, or business associate whose interest is related to the conflict being disclosed.

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Name of Employee:

Marie DellaMatta

Name of the Third Party:

Signature of the Third Party:

Date:

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Assessment of a conflict of interest by the employer may on occasion require a Third Party's personal information in order to determine whether the circumstances represent a conflict of interest for the employee. The third party might be the employee's spouse, another family member, a friend, or business associate whose interest is related to the conflict being disclosed.

To ensure government may collect and use the personal information of a third party that relates directly to and is necessary for an assessment of a conflict of interest, the *Freedom of Information and Protection of Privacy Act* requires the third party to authorize the collection of their personal information. **If you are making a disclosure that involves the personal information of a third party, you must obtain their signature authorizing the collection and use the information by the employer.**

If you are unable to obtain the signature of the third party for any reason, or if you have any questions, please contact the BC Public Service Agency for advice regarding how to proceed.

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By authorizing the indirect collection of my personal information contained in the attached Employee Disclosure Statement, I agree that I have reviewed and authorize the collection of this information for the purpose of assessing whether a conflict of interests exists for the employee named below.

Name of Employee:

Marie DellaMatta

s.22

Name of the Third Party:

Signature of the Third Party:

Date: December 18, 2022



Ministry of
Finance

Financial Reporting and
Advisory Services

MEMORANDUM

To: Chief Financial Officers

March 31, 2023

From: Diane Lianga, Executive Director
Financial Reporting and Advisory Services

Re: Declaration to support related party disclosures

The Province of British Columbia complies with generally accepted accounting principles in the Public Sector Accounting (PSA) Handbook. Section PS 2200 Related Party Disclosures requires disclosure of material transactions between related parties that occur at a value other than fair value. Fair value is the amount of consideration that is agreed upon in an arm's length transaction between willing parties under no compulsion to act. Two or more parties are related when they are subject to shared or common control. Entities within the government's reporting entity are related to all ministries, agencies, Crown Corporations, school districts, health authorities, hospital societies, universities and colleges through common control.

Related parties also include key management personnel (KMP), their close family members and any entities controlled by them. KMP are those individuals who have the authority and responsibility for planning, directing and controlling the activities of the entity. KMP for core government includes The Premier, Ministers, Deputy Ministers and equivalent.

To identify any related party transactions that meet the criteria for disclosure, we request that the CFO of each ministry provide the Comptroller General a declaration of related party activity signed by each of the Minister and Deputy Minister, or equivalent, of your ministry. The Office of the Premier will obtain the Premier's declaration. The declaration is attached and is due by uploading to the FRAS sharepoint site by **Friday, April 28, 2023**.

Further information is available in a practice guide available on the [OCG website](#). Should you have any questions, please contact Emily Ready at (236) 478-3378 or by e-mail: Emily.Ready@gov.bc.ca.

Sincerely,

Diane Lianga
Executive Director

Attachment

DECLARATION OF RELATED PARTY TRANSACTIONS INVOLVING KEY MANAGEMENT PERSONNEL

The Province of British Columbia complies with generally accepted accounting principles in the Public Sector Accounting (PSA) Handbook. These standards require disclosure of material transactions between related parties that occur at a value other than fair value. Fair value is the amount of consideration that is agreed upon in an arm's length transaction between willing parties under no compulsion to act.

A related party for the purposes of this disclosure include:

- entities within the governments reporting entity,
- key management personnel and their close family members, and
- entities controlled by key management personnel or their close family members.

Entities within the government's reporting entity include ministries, agencies, Crown Corporations, school districts, health authorities, hospital societies, universities and colleges.

Key management personnel are those individuals who have the authority and responsibility for planning, directing and controlling the activities of the entity. For core government, key management personnel include Ministers, Deputy Ministers, Associate Deputy Ministers and equivalent.

To provide appropriate audit evidence to support the information required for disclosure, please answer 'Yes' or 'No' to the following questions for the fiscal year ended March 31, 2023. To the best of your knowledge,

- are you aware of any transactions during the fiscal year between yourself and a government entity that occurred at a value different than fair value? ☐ Yes ☒ No.
- are you aware of any transactions during the fiscal year involving a government entity and a close family member that occurred at a value different than fair value? ☐ Yes ☒ No.
- are you aware of any transactions during the fiscal year involving a government entity and an entity controlled by you or a close family member that occurred at a value different than fair value? ☐ Yes ☒ No.

If you've answered yes to any of the above questions, please provide a brief description of the transaction(s) and the parties involved.

Government Communications and Public Engagement

Entity Name



Name Marie Della Mattia
Title Deputy Minister

April 26, 2023

Date signed

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Withheld pursuant to/removed as

s.14

From: [Aaron, Sage GCPE:EX](#)
To: [Marie Della Mattia; GCPE Finance Billing GCPE:EX](#)
Subject: Re: Resigning my contract #C23GCPE43211
Date: November 9, 2022 1:48:07 PM

Thanks, Marie. We will process the resignation.

Sage (she/her)
778-678-0832

From: Marie Della Mattia <mariedellamattia@gmail.com>
Date: Wednesday, November 9, 2022 at 12:48 PM
To: Sage Aaron <Sage.Aaron@gov.bc.ca>, "GCPE Finance Billing GCPE:EX" <GCPE.FinanceBilling@gov.bc.ca>
Subject: Resigning my contract #C23GCPE43211

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hello Sage,
I'm writing to resign the contract #C23GCPE43211 with ROMAR Communications Inc.
I have no outstanding time or invoices, so this contract can be closed immediately.
Thank you so much for our work together over the years and looking forward to an even more productive relationship going forward to 2023!
Thanks!
Marie

Marie Della Mattia (she/her)
604-839-1774

I am a settler on the land of the ləkʷəŋən People, known today as the Esquimalt and Songhees Nations.

**MODIFICATION AGREEMENT
ROMAR COMMUNICATIONS LTD.
CONTRACT NUMBER: C23GCPE43211 - #001**

BETWEEN

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the **Minister of Finance, Government Communications and Public Engagement**, at
4th Floor - 617 Government Street, PO Box 9409 Stn Prov Govt,
Victoria, British Columbia, V8W 9V1 (the "Province", "we", "us", or "our", as applicable)

AND

Romar Communications Ltd. at 205–330 Waterfront Crescent, Victoria, British Columbia, V8T 5K3
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

- A. The parties entered into an agreement dated for reference April 1, 2022 (the "Agreement").
- B. The parties have agreed to modify the Agreement.

AGREEMENT

- (1) That the contract shall be Terminated effective November 10, 2022; and,
- (2) Regardless of when this modification agreement is executed or delivered, it will be effective November 10, 2022, and,
- (3) In all other respects, the Agreement is confirmed.

SIGNED AND DELIVERED on the
10 day of November, 2022 on
behalf of the Province by its authorized
representative:

**Government Communications and
Public Engagement**



Signature

Sage Aaron
Print Name

SIGNED AND DELIVERED on the
10 day of November, 2022 by or
on behalf of (or by an authorized signatory of
the Contractor if a corporation):

Romar Communications Ltd.



Signature

Marie Della Mattia
Print Name

From: [Watt, Adrienne GCPE:EX](#)
To: [Doidge, Tracey GCPE:EX](#)
Cc: [Liu, Angela GCPE:EX](#)
Subject: RE: Termination of Romar contract
Date: November 9, 2022 1:48:38 PM

Ok thanks. We can do November 14th as end date. Thanks Tracey.

A

From: Doidge, Tracey GCPE:EX <Tracey.Doidge@gov.bc.ca>
Sent: November 9, 2022 12:43 PM
To: Watt, Adrienne GCPE:EX <Adrienne.Watt@gov.bc.ca>
Cc: Liu, Angela GCPE:EX <Angela.Liu@gov.bc.ca>
Subject: RE: Termination of Romar contract

Hi Adrienne,

Balance Remaining is \$2,975, and he's billed to end of September.

Thank you,
Tracey

From: Watt, Adrienne GCPE:EX <Adrienne.Watt@gov.bc.ca>
Sent: November 9, 2022 12:40 PM
To: Doidge, Tracey GCPE:EX <Tracey.Doidge@gov.bc.ca>
Cc: Liu, Angela GCPE:EX <Angela.Liu@gov.bc.ca>
Subject: RE: Termination of Romar contract

Can you remind me how much is left in his contract \$ wise. I know it's not much.

From: Doidge, Tracey GCPE:EX <Tracey.Doidge@gov.bc.ca>
Sent: November 9, 2022 12:13 PM
To: Watt, Adrienne GCPE:EX <Adrienne.Watt@gov.bc.ca>
Cc: Liu, Angela GCPE:EX <Angela.Liu@gov.bc.ca>
Subject: Termination of Romar contract

Hi Adrienne,

I will initiate an amendment to end services provided by Robb/Romar. Shall I make it effective immediately, or does he have work he's finishing up? Please provide an end date, if it is not effective immediately.

Thank you,

Tracey

From: Watt, Adrienne GCPE:EX <Adrienne.Watt@gov.bc.ca>
Sent: November 9, 2022 12:08 PM
To: Doidge, Tracey GCPE:EX <Tracey.Doidge@gov.bc.ca>
Subject: FW: Termination of Romar contract

Hi Tracey,

Please see below...

From: Robb Gibbs <Robb.Gibbs@gov.bc.ca>
Sent: November 9, 2022 10:51 AM
To: Watt, Adrienne GCPE:EX <Adrienne.Watt@gov.bc.ca>
Subject: Termination of Romar contract

[EXTERNAL] This email came from an external source. Only open attachments or links that you are expecting from a known sender.

Hi Adrienne,

Well, today's DM news (possibly pending news) means an end to all Romar contracts with GCPE. And just like that, boom, done. But in a good way (for GCPE).

Thanks so much for everything; it's been fun. I'll send a note to both Kathryn and Yamina.

Thanks again,

Robb

**MODIFICATION AGREEMENT
ROMAR COMMUNICATIONS LTD.
CONTRACT NUMBER: C23GCPE43131 - #002**

BETWEEN

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA,
represented by the **Minister of Finance, Government Communications and Public Engagement**, at
4th Floor - 617 Government Street, PO Box 9409 Stn Prov Govt,
Victoria, British Columbia, V8W 9V1 (the "Province", "we", "us", or "our", as applicable)

AND

Romar Communications Ltd. at 205–330 Waterfront Crescent, Victoria, British Columbia, V8T 5K3
(the "Contractor" "you" or "your" as applicable)

BACKGROUND

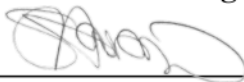
- A. The parties entered into an agreement dated for reference April 1, 2022, and addendum thereto dated July 11, 2022 (the "Agreement").
- B. The parties have agreed to modify the Agreement.

AGREEMENT

- (1) That the contract shall be Terminated effective November 14, 2022; and,
- (2) Regardless of when this modification agreement is executed or delivered, it will be effective November 14, 2022, and,
- (3) In all other respects, the Agreement is confirmed.

SIGNED AND DELIVERED on the
15 day of November, 2022 on
behalf of the Province by its authorized
representative:

**Government Communications and
Public Engagement**



Signature

Sage Aaron

Print Name

SIGNED AND DELIVERED on the 14
day of November, 2022 by or on behalf of
(or by an authorized signatory of the
Contractor if a corporation):

Romar Communications Ltd.



Signature

Robb Gibbs

Print Name

From: [Craig, Annie GCPE:EX](#)
To: [Smith, Justin GCPE:EX](#); [Liu, Angela GCPE:EX](#)
Cc: [Doidge, Tracey GCPE:EX](#); [St. Gelais, Josh GCPE:EX](#); [GCPE FOI Coordinator GCPE:EX](#)
Subject: RE: Contract Cancellation Dates - Romar Communications
Date: November 29, 2022 11:11:10 AM

Hey Justin,

The official cancellation dates:

C23GCPE43131 – November 14th 2022

C23GCPE43211 – November 10th 2022

Thank you,
Annie

From: Smith, Justin GCPE:EX <Justin.Smith@gov.bc.ca>
Sent: November 29, 2022 11:08 AM
To: Liu, Angela GCPE:EX <Angela.Liu@gov.bc.ca>
Cc: Doidge, Tracey GCPE:EX <Tracey.Doidge@gov.bc.ca>; St. Gelais, Josh GCPE:EX <Josh.StGelais@gov.bc.ca>; Craig, Annie GCPE:EX <Annie.Craig@gov.bc.ca>; GCPE FOI Coordinator GCPE:EX <GCPEFOICoordinator@gov.bc.ca>
Subject: Contract Cancellation Dates - Romar Communications

Hi folks,

I am requesting the official cancellation dates of the following GCPE contracts:

- C23GCPE43131 Romar Communications Ltd ASC
- C23GCPE43211 Romar Communications Ltd

Please advise ASAP.

Thank you!

Justin Smith, BA

*Freedom of Information Team Lead, Communications Operations
Government Communications and Public Engagement
250-893-3967*

Grateful to be living, learning and working on the traditional territory of the Lekwungen speaking peoples, Esquimalt & Songhees First Nations.