



Checklist for Citizen Engagement

PIA# GCPE23012

MINISTRY OF CITIZENS' SERVICES, GDX AND MINISTRY OF FINANCE

GENERAL INFORMATION

Please submit this completed checklist, along with a copy of the proposed feedback form, to your Ministry Privacy Officer, as soon as possible.

Name of Citizen Engagement Initiative:	Budget 23 Telephone Townhalls
Launch Date or Engagement Period (if known):	Mid-April
Program Manager:	Desirae Bowlby
Division and Branch:	Government Digital Experience Division, Citizen Engagement
Email:	Desirae.Bowlby@gov.bc.ca
Phone:	778 587-3889

If you answer "No" to any of the following questions, please contact your Ministry Privacy Officer.

- (1) Have you reviewed the PIA GCPE17010 – Citizen Engagement and confirmed that your engagement falls within ALL the parameters described in that PIA? ☒ Yes ☐ No

PURPOSE

- (2) Is the program area hosting a public engagement to:
- Collect views and opinions of individuals regarding a project, initiative or topic, OR
 - Collect feedback from employees, colleagues or members of the public on a given topic?
- ☒ Yes ☐ No
- (3) Please provide a description of the purpose or objective for collecting comments or feedback, and include any proposed additional purposes for the collection of this information.

Premier David Eby and Finance Minister Katrine Conroy are hosting two live telephone townhalls and will be answering questions from the public about the 2023 Budget Consultation. Interested participants can register to participate, ask questions and be provided a chance to make their voice heard and to share ideas. The registration information will be used to invite the participants and help facilitate the telephone conference.

- (4) Please describe who the intended participants will be. DO NOT include names in the description.

All British Columbians who are interested.

HOW INFORMATION IS COLLECTED

(5) Information will be collected in the following way(s):

Select all that apply:

- ☐ through a paper-based sign-in sheet at a public meeting;
- ☐ through an online survey;
- ☐ through an online discussion forum
- ☒ by telephone meeting;
- ☐ by email at a government email address;
- ☐ through focus groups; and,
- ☐ by regular mail (i.e. postal delivery) to a government mailing address.

(6) The online survey or comment form will be administered using software, owned and managed by CITZ.

☐ Yes
☒ No

COLLECTION NOTIFICATION

(7) The Collection Notice (as provided in Question 8 below) has been included in **ALL** requests for participation.

☒ Yes
☐ No

Describe where the notification will be located:

At the beginning of the registration form on the website.

(8) Please provide wording of the Collection Notice by entering the purpose and contact information as specific to this public engagement (**highlighted portions indicate program area input*):

Collection Notice for the registration form:

Information on the Collection/Storage/use of Personal Information for these events

The Ministry of Citizens' Services will be using PrimeContact Inc to manage attendance at the 2023 Budget Consultation Live Telephone TownHalls. The ministry is collecting your personal information through PrimeContact under section 26(c) and section 26 (e) of the Freedom of Information and Protection of Privacy Act.

Registration through PrimeContact is voluntary. Please be aware that IP addresses, event responses, name, address, phone number and personal email addresses will be collected by PrimeContact and this information will be stored and may be accessed outside of Canada. By clicking on the Invite Me button, you are consenting to your personal information (IP address, yes to attending, name, address, phone number and email address) being stored and/or potentially accessed outside Canada. Your consent is effective as soon as you register.

If you have any questions about the collection, use or disclosure of your personal information, please contact: Senior Director, Citizen Engagement, PO Box 9484, STN PROV GOVT Victoria BC, V8W 9W6, citizenengagement@gov.bc.ca.

COLLECTION

(9) Will the following reminder be included with **each** open ended question?

☒ Yes
☐ No

Please do not include any personally identifiable information about yourself or others in your responses.

(10) Is the personal information only being collected from the individual the information is about (i.e. the person being surveyed is providing only their own information and not information about someone else)?

☒ Yes
☐ No

- (11) Is the engagement voluntary, i.e. individuals are not required to participate in the engagement? ☒ Yes
☐ No

USE

- (12) Will the personal information collected be used only for the original purpose for which it was collected, or for a use consistent with that original purpose? ☒ Yes
☐ No

DISCLOSURE

- (13) Will personal information be disclosed only to an officer or employee of the ministry or to the minister if the information is necessary for the performance of the duties of the officer, employee or minister? ☒ Yes
☐ No

SECURITY

- (14) Are the security measures implemented for this public engagement in accordance with Part 3 of the PIA for Citizen Engagement – GCPE17010? ☒ Yes
☐ No
- (15) Is login information for Engagement sites restricted to those who need it to operate the account? ☒ Yes
☐ No

SURVEY QUESTIONS

- (16) Has a copy of the comment or feedback form been attached to this checklist? ☒ Yes
☐ No

PERSONAL INFORMATION BANK

Please update the table below.

Personal Information Bank – Required Information	
Description	Email addresses may be kept for the purposes described in the Terms of Use.
Primary ministry/government agency involved	CITZ
All other ministries/government agencies and public bodies involved	FIN
Business contact title	Director, Citizen Engagement
Business contact telephone number	778 587-3889

SIGNATURES

Simone Massoud
Checklist Completed by

Simone Massoud
Signature

April 17, 2023
Date

Desirae Bowlby
Program Manager

Desirae Bowlby
Signature

April 17, 2023
Date

David B. Johnson
Ministry Privacy Officer (MPO)

David Johnson
Signature

April 17, 2023
Date

PROGRAM AREA COMMENTS:

PCT COMMENTS:



Appendix B:

Comment or Feedback Form

PIA# GCPE23012

To be attached by program area along with the checklist (Appendix A).

Please see next page...



BRITISH
COLUMBIA

A conversation with David Eby Talk with the Premier

Live Townhall

Monday, April 17th, 2023 – 7:00 p.m.

Tuesday, April 18th, 2023 – 5:30 p.m.

BC Budget 2023 Website

Background:

Premier David Eby and Finance Minister Katrine Conroy are hosting two live telephone townhalls—and we want you to be part of it.

This is a chance to make your voice heard and share your ideas, all from the comfort and convenience of your own home.

Reducing the cost of living. Getting more affordable homes built, faster. Ensuring everyone has access to a family doctor. Creating jobs and opportunities in a clean economy.

Together with Premier Eby and thousands of other British Columbians, you'll be chatting about the issues that matter most to you and your family.

Learn how Budget 2023 is helping tackle some of our biggest challenges and how we can work together to build a stronger, more secure province – for everyone.

Register today and join this important conversation about B.C.'s future.

How to Participate:

Fill out the registration form on this page and include the best phone number to invite you into the event. Just before the live townhall begins, you will receive a call at this number that will automatically place you into the telephone conference.

- To ask a question during the live event, press 3 on your phone's keypad to be entered into a question queue.
- If you would like any further information or would like to ask a question in advanced, please contact us at Premiertownhall@gov.bc.ca
- To watch our presentation, please revisit this webpage at the time of the live event.

Register Now to Join our 2023 Budget Consultation

Information on the Collection/Storage/use of Personal Information for these events

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Full Name *

First Name

Last Name

Email

Email

Invite Phone Number *

Provide the phone number where the event can best reach you.

Phone number invite will be sent to

First Three Characters of Postal Code

How did you hear about this public consultation? *

- ☐ Radio
- ☐ Newspaper
- ☐ Social Media
- ☐ Telephone Invite
- ☐ Other

Which event would you like to participate in? *

- ☐ Monday, April 17, 2023 at 7:00p.m. – 8:00p.m. PT
- ☐ Tuesday, April 18, 2023 at 5:30p.m. – 6:30p.m. PT

Invite me

For more Information:

If you would like any further information or have any questions, please contact us at:

Email: Premiertownhall@gov.bc.ca

Website: [BC Budget 2023 Website](https://www2.gov.bc.ca/gov2/budget2023/)