



Memorandum

Deputy Minister's Office
Office of the Premier

Date: May 12, 2017

To: Deputy Ministers

Re: Premier's Awards – Announcement of 2017 Provincial Finalists

I am pleased to provide the attached list of provincial finalists for the 2017 Premier's Innovation and Excellence Awards. To help select the most outstanding submissions, we invited a panel of seven judges from outside the public service to review short-listed nominations that had been previously reviewed by external adjudicators.

The provincial finalists will be showcased at the 13th provincial awards ceremony currently scheduled for this October in Victoria, where award recipients will be announced in each of the six categories:

- Innovation;
- Leadership;
- Legacy;
- Organizational Excellence;
- Partnership; and
- Emerging Leader.

The Legacy category recognizes individuals who have made exceptional and lasting contributions to British Columbia during a public service career of at least 15 years. In a change for 2017, a Legacy winner will be selected by the judge's panel and that winner will be inducted into the BC Public Service Hall of Excellence, which represents the highest form of recognition the BC Public Service.

Thank you to all those who took the time to prepare and submit a nomination for one or more of their colleagues. I would also like to commend all of the nominees who were short-listed and to congratulate those who have been selected as provincial finalists.

Kim Henderson
Deputy Minister to the Premier
Cabinet Secretary and Head of the Public Service

Attachment: Provincial Finalists – List for Announcement 2017



2017 Provincial Finalists

Innovation

Lead Organization and Partners	Nominee
Finance	A Win-Win Tax: Innovative Tax Design in Support of Housing Affordability
Justice <ul style="list-style-type: none"> - The Law Society - Canadian Bar Association - Trial Lawyers Association of BC - Condominium Home Owners Association - Vancouver Island Strata Owners Association - Provincial Court 	Justice Transformation and the Civil Resolution Tribunal
Natural Gas Development <ul style="list-style-type: none"> - Ministry of Finance - The University of British Columbia - UBC Properties Trust - Acton Ostry Architects Inc. - Architekten Hermann Kaufmann ZT GmbH - GHL Consultants Ltd - Fast + Epp - RDH - Enersys - Stantec - Kamps Engineering Limited - Coordinate Create Innovate CadMakers Inc - HAPA - Urban One Builders - SeaGate Structures - Whitewater Concrete Ltd 	Reaching New Regulatory Heights - UBC's Brock Commons, Tallest Wood Building in the World

Leadership

Lead Organization	Nominee
BC Public Service Agency	Brad Buck
Forests, Lands and Natural Resource Operations	Jennifer Goad
Public Safety and Solicitor General	Steve DiCatri
Public Safety and Solicitor General	Sam MacLeod

Legacy

Lead Organization	Nominee
Environment	Mike Wei
Justice	Michael Shepherd, Q.C.
Public Safety and Solicitor General	Brent Merchant
Social Development and Social Innovation	Dave Jagpal

Organizational Excellence

Lead Organization and Partners	Nominee
Education <ul style="list-style-type: none"> - SD 85, Vancouver Island North - SD 23, Central Okanagan - SD 5, Southeast Kootenay - SD41 Burnaby - First Nations Education Steering Committee - GT Publishing Services 	"If Not Here, Where?" – Aboriginal Worldviews and Perspectives in the Classroom Guide
International Trade <ul style="list-style-type: none"> - Royal BC Museum - Ministry of Education - Ministry of Forests, Lands and Natural Resource Operations - Heritage BC - University of Victoria - British Columbia Museums Association 	Chinese Historical Wrongs Apology and Legacy Initiatives
Small Business and Red Tape Reduction	Progressive Liquor Laws for a Modern BC

Partnership

Lead Organization and Partners	Nominee
Jobs, Tourism and Skills Training <ul style="list-style-type: none"> - Ministry of Social Development and Social Innovation - Ministry of Health - Ministry of Education - Ministry of Natural Gas Development and Responsible for Housing - Ministry of Finance - Ministry of Children and Family Development - Immigration, Refugees and Citizenship Canada - Immigrant Service Society of BC - Intercultural Association of Victoria - Emergency Management BC 	Refugee Readiness Fund
Transportation and Infrastructure <ul style="list-style-type: none"> - Partnerships BC - Translink 	Evergreen Line Rapid Transit Project

<ul style="list-style-type: none"> - Transport Canada - PPP Canada - Morquard Investments Ltd. - City of Coquitlam - City of Burnaby - City of Port Moody - Kwikwetlem First Nation - Musqueam First Nation - Tsleil-Waututh Nation 	
Transportation and Infrastructure <ul style="list-style-type: none"> - Government Communications and Public Engagement - Health Emergency Management BC - Vancouver Island Health Authority - Department of National Defence - Public Safety Canada - Homeland Security State of Alaska - Alberni Clayoquot Regional District - Port Alberni Fire Rescue - Vancouver Fire and Rescue Services - Cowichan Valley Regional District 	Exercise Coastal Response

Emerging Leader (previously announced)

Lead Organization	Nominee
Advanced Education	Laura Hutchinson
Environmental Assessment Office	Michael Shepard
Jobs, Tourism and Skills Training	Leah Poulton
Public Safety and Solicitor General	Gary Tattrie
Public Safety and Solicitor General	Ally Butler
Social Development and Social Innovation	Rainer Nicado



Memorandum

Deputy Minister's Office
Office of the Premier

Date: June 29, 2017

To: Suzanne Christiansen
Principal Secretary, Leader's Office
New Democrat Caucus

Re: Corporate Briefing Materials

I am writing further to our meeting of April 28, 2017 and follow up conversations regarding the information you have requested to assist the new administration in preparing to assume office.

As discussed, I have produced two copies of an "addendum" transition binder to provide the more sensitive personnel information you have requested. I have also provided a separate binder which details the organization and operations of the Government Communications and Public Engagement office. Included in the addendum table of contents is a key on where to find the other information you requested in the formal transition materials that have been prepared by the public service.

I wanted to respond specifically to the specific request you made for "action/commitments made during the election and transitions periods." I have attached to this letter a copy of a presentation made by the Deputy Attorney General to Deputy Ministers Council in February 2017. I am providing this so that you are aware of the advice that I and the Deputy Attorney General provided to Deputy Ministers on the conventions of the interregnum period.

Specifically to your four points:

1. A list of any contracts entered into during the writ period to May 31, 2017 is included in the addendum transition binder. Deputy Ministers were advised several times leading up to the election period that no major contract awards were to be conducted during the writ period and that only those contracts that were routine and operational could be processed. I have reviewed the lists we are providing and confirm that, in my view, they are all routine and operational.
2. I can confirm that no Ministerial or Order in Council appointments were made during the writ period.

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3. A list of major grants, loans etc. made during the writ period up to May 31, 2017 is included in the addendum transition binder. I can confirm that, in my view, these are routine and operational.
4. You asked for information on any new commitments entered into by means of announcement, correspondence, decision minute or otherwise made during the election period. As was publicly communicated by the Premier, a meeting of Cabinet Ministers was held on April 25, 2017 to discuss the Countervail Duty decision on Softwood Lumber, a matter of significant public policy. As this decision was anticipated during the writ period, instructions were in place from Cabinet for this to take place. There is a minute of this meeting, however as it is a Cabinet record, it is confidential. There was formal correspondence that resulted from this meeting, a letter from the Premier to the Prime Minister of Canada on April 26, 2017. This letter was publicly posted on the government website and is attached for your reference. A response was sent by the Prime Minister on May 5, 2017 and was also publicly posted on the government website. The letter sent by the Premier was not a commitment but rather a request of the Federal government. s.13
s.13

From June 1, 2017 to June 29, 2017 government continued in an extended general caretaker mode. The Deputy Attorney General and I provided advice to Deputy Ministers during this period and took care to consider not binding a future government but also to ensure continued functioning of government and legal commitments. A table tracking decisions made is provided for your information.

I trust this information is helpful to you. If you require further information or have any questions, please do not hesitate to contact me.

Kim Henderson
Deputy Minister to the Premier, Cabinet Secretary
and Head of the Public Service

cc: Richard Fyfe, Deputy Attorney General, Ministry of Justice

Attachments



Memorandum

Deputy Minister's Office
Office of the Premier

Date: June 29, 2017

To: All Deputy Ministers

Re: Managing Confidential Records during and after Government Transition

This memorandum is to give guidance on managing confidential and sensitive records in the event of a transition in government. It builds upon and clarifies the guidance in the March 17, 2017 memorandum on *Management during the Election Interregnum and Transition Periods*.

Accompanying this memorandum is a detailed procedures guide outlining how staff should manage confidential records during and after any government transition.

Importance of Managing Government Information Appropriately

Government information received, created, and used by British Columbia's Cabinet ministers, their staff and public service employees is a valuable public asset and must be managed in a manner consistent with policy, information schedules and the Standards of Conduct, as well as established Constitutional conventions.

Government is the steward of a considerable amount of confidential information, including Cabinet Records, Cabinet-related records and personal information. It is vital that this information be protected at a level that is commensurate with its sensitivity and value and that confidential information only be accessed by those who need the information to perform their duties.

Accordingly, it is important that the confidentiality, integrity and availability of all government information is maintained when an employee transfers to another office or leaves the public service. When an employee transfers to another office or leaves government, his or her records must be managed by the originating office and retained according to approved information schedules (i.e. ARCS and ORCS). Managing all digital and physical information appropriately should be part of regular office practice.

Key Transition-Related Information Management Practices

Key practices leading up to a transition in government include:

- Managing government information separately from non-government information.
- Disposing of transitory records.
- Ensuring official records are filed appropriately.
- Saving email records appropriately.
- Managing Cabinet and Cabinet-related records in preparation for the Constitutional convention whereby ministers of an incoming administration may not see the Cabinet records of a former administration.

Key practices following all government transitions will include:

- Following appropriate procedures for transferring or departing employees.
- Continued secured and managed access to Cabinet and Cabinet-related documents.
- Carefully managed access to those records only retained within an email account.
- Following appropriate procedures where information is requested by or required to be disclosed to a third party.
- Where there is a request for Access to Information under FOI, continuing to follow:
 - Constitutional convention respecting Cabinet confidential records, and
 - Policy and legislative requirements with respect to other types of confidential information.

The attached *Procedures for Managing Cabinet Confidential Records during and after Government Transition* provides guidelines and procedures for how to implement the key practices listed above in any office. Additional information is referenced in the guide and can be found on the [Government Records Service website](#).

Additional Information

If you have any questions or require further clarification please call me at (250) 356-2206.

With respect to specific questions, you may also wish to contact Cheryl Wenezenki-Yolland, Associate Deputy Minister and Chief Records Officer, Ministry of Finance at (250) 387-8499.

Sincerely,

Kim Henderson
Deputy Minister to the Premier, Cabinet Secretary
and Head of the Public Service