

Guidance for GBA+ in Cabinet and Treasury Board Submissions

This document is provided for additional information and guidance for the purposes of completing the Gender-Based Analysis Plus (GBA+) components of Cabinet and Treasury Board submissions, including the Request for Decision Template and Request for Legislation Template.

Gender Based Analysis Plus (GBA+) is an analytical tool used to assess the real or potential effects of our budgets, policies, programs and initiatives on diverse groups of people. It recognizes that women and men are not all the same and that equal opportunity does not mean equal results. When applied to government work, GBA+ can help us understand how diverse groups of women, men, girls, boys and gender diverse individuals experience public policy in British Columbia.

When GBA+ is applied to budgets, policies or programs, it looks at who, based on gender and other intersecting identity factors, BENEFITS and who is EXCLUDED from those policies or initiatives.

The implicit (somewhat unknown, unexpected, less intentional, yet to be revealed) and explicit (stated, known, transparent, intentional) gender and diversity dimensions or biases could impact how requests are perceived, developed, implemented and evaluated – both internally by the B.C. Government and externally by the communities experiencing them.

Throughout the development of the templates, the following questions should be considered:

- What assumptions are you making? How is the issue being informed?
- Who could be left behind? Explain the gender and diversity implications on different disadvantaged identity groups.
- Who did you consult? Is there diversity in the perspectives represented?
- What data did you look at? Is disaggregated data available (by gender/sex and other identity factors)? Identify what data was used to inform the analysis.
- How are you ensuring equality of outcomes (what equity measures may be necessary to implement to achieve equality)? Identify if there are options that could increase the inclusivity of this proposal and what the consequences are of adopting or not adopting these.

Using GBA+ to develop Cabinet and Treasury Board Submissions will result in a clear outline to decision-makers of the gender and diversity implications of the recommended option. It will

also demonstrate links between the recommended option and the government's broader commitment to gender equality. ***GBA+ should be applied throughout the development of the template, including the Communications Plan, if relevant.*** It is not an add-on component, but should inform the entire submission development and policy process.

GBA+ Resources:

Orientation to GBA+ is available to all ministries through the Gender Equity Office (GEO). Each Ministry has a dedicated GBA+ Ministry Lead that has completed GBA+ Orientation and has access to resource materials that will help with the development of Cabinet and Treasury Board Submissions. A list of **GBA+ Ministry Leads** is available through the GEO (contact information below).

More information and **GBA+ resources** are available on the @Work website here:
<https://gwww.gov.bc.ca/gbaplus-resources>

A **GBA+ Data Inventory** will be available through the GEO and Integrated Data Office.

A **free introductory training module** for this policy tool can be found online at <http://www.swc-cfc.gc.ca/gba-acs/index-en.html>.

A **list of GBA+ stakeholders** is available by contacting GEO's Communications Manager (contact information below).

Please ensure that any **Communications Plans** that have a GBA+ component are shared with the Gender Equity Office (GEO).

Gender Equity Office – Ministry of Finance

Please contact the GEO if you require further guidance on how to apply GBA+ to your submission:

Melanie Stewart, PhD
Assistant Deputy Minister
(250) 213-8764
Melanie.J.Stewart@gov.bc.ca

Miranda Mason, MA
Director, Policy
(778) 698-2190
Miranda.Mason@gov.bc.ca

Carla Wormald
Communications Manager, Gender Equity Office
(778) 698-8199
Carla.Wormald@gov.bc.ca



Cabinet Submission – Request for Decision

Minister: Name(s) and title(s) of the Minister(s) advancing the submission

Ministry:

Date: DD/MM/YYYY

Ministry Document #:

Title:

Issue:

Very briefly describe (150 words max) the issue and why it requires the attention of Cabinet or one of its Committees or Working Groups. Are there any time sensitivities and, if so, what are they and why?

Recommendation:

What recommended decision is Cabinet or its Committee or Working Group being asked to make?

Implications and Considerations:

What are the top 2 or 3 most critical considerations?

Background / Context:

Describe the current status of the situation and a brief history to provide the necessary context for the requested decision. What does Cabinet need to consider when making this decision? Include any previous Cabinet or Cabinet Committee or Working Group direction and any public commitments, including those made through the Confidence and Supply Agreement (CASA), Mandate Letters or Platform Commitments.

Supporting materials including comprehensive business cases, Gender-Based Analysis Plus (GBA+), surveys, quantitative data (including data disaggregated by sex/gender and other identity factors) or technical tables that support your recommendation should be included in appendices. The key points of your argument that rely on these materials/data to support your request should be summarized here.

Options:

Identify realistic options. There should be more than two options (i.e. not only “approve” and “do not approve”).

For each option identify the pros and cons.



Clearly identify which is the recommended option.

For a Cabinet submission, fill out the following sections (Indigenous Peoples; Confidence & Supply Agreement; and Public, Stakeholder & Other Consultation) for only the recommended option.

Please also note that should your submission pertain to the establishment or appointment of a board, panel, task force, commission, working group or other body, please ensure the submission identifies potential candidates specifically by name and the associated experience, affiliation, credentials or other factors that make each of them suitable candidates for appointment to the body.

Business and Economic Implications:

Summarize the expected implications for businesses and the economy. It is understood that the business and economic implications will not always be quantifiable, and in those cases an order of magnitude or a qualitative assessment will suffice. Please see “Guidance for Consideration of Business and Economic Implications in Cabinet Submissions” for more information and resources.

Fiscal Impacts:

Identify the total fiscal impact on government’s fiscal plan (FTEs, operating and capital expenditures, revenues, savings) expressed in terms of the total cost and the cost by fiscal year; include financial impact information in a table with a breakdown of types of costs, across at least three fiscal years beyond the current year; direct and indirect impacts (including costs to other ministries); proposed source of funding (ministry base budget or other) or proposed re-prioritization/reduction/cessation of activities/programs to accommodate financial implications.

If previous funding has been approved for this program, indicate how the funding was spent, the outputs and outcomes that were expected, and the results/achievements realized in relation to the expectations. Are these outcome and outputs consistent with GBA+?

Indicate if the decision sets a precedent and creates a future financial exposure for government.



For Cabinet Submissions, it is understood that the fiscal impacts will not always be quantifiable, and in those cases a qualitative assessment of the size/nature of the financial risks will suffice.

Your ministry EFO must review the fiscal impacts and risks prior to finalizing the Cabinet/Treasury Board submission and consult with Office of the Comptroller General (OCG) as appropriate to ensure accurate accounting treatment.

However, if the assessment provided is insufficient, Treasury Board Staff (TBS) may request further work be undertaken. Therefore you should consult your Treasury Board analyst prior to submitting a signed Cabinet/TB submission.

For Cabinet submissions specifically:

- 1) the submission must state whether or not TBS is in agreement with the characterization of the fiscal impacts and whether or not TBS believes the issue requires TB review and why.
- 2) Cabinet Operations will require an email from both your EFO and your TB analyst confirming their agreement with the characterization of the fiscal impacts and/or financial risk.
- 3) If TBS considers the fiscal impacts/risks section to be incomplete or is not in agreement with them – and if this disagreement is not noted in the submission - a one-page “Financial Risk Assessment” will be completed by TBS and distributed to Cabinet or its Committee or Working Group with your submission.

Legal Advice:

Confirm that your LSB advising solicitor, or the Assistant Deputy Attorney General, agrees with the presentation and characterization of any legal advice included in the submission. Cabinet Operations will require an email from your advising solicitor LSB advising solicitor, or the Assistant Deputy Attorney General, confirming their agreement with the presentation and characterization of any legal advice included in the submission.

Policy:

Are there any labour relations, gender equity and diversity, legal or constitutional implications? Are there any intergovernmental relations considerations? If so, what are



they? At what Deputy Minister Committee meeting was this submission reviewed and how does it reflect the advice of that body? How has Gender-Based Analysis Plus (GBA+) been used in the development of this submission? If GBA+ was not used, outline how GBA+ could inform this initiative going forward. What are some potential implications of this initiative on disadvantaged identity groups? (Please see “Guidance for GBA+ in Cabinet and Treasury Board Submissions” for more information and resources.)

Legislation:

Is legislation required? Are regulations required?

Indigenous Peoples:

Does the subject matter of this submission relate to any of the Articles of the United Nations Declaration on the Rights of Indigenous Peoples, or the Calls to Action of the Truth and Reconciliation Commission? If so, how?

Is this submission a direct response to either of these documents?

Notwithstanding the answers above, how has or will Indigenous Peoples and/or the appropriate Indigenous organization or community be engaged in the subject matter of this submission?

Confidence and Supply Agreement:

Provide the details of how the subject matter of this submission relates to the 2017 Confidence and Supply Agreement (CASA) including details of any recommendations provided by the CASA Secretariat. Please see “Guidance for consideration of the Confidence & Supply Agreement in Cabinet Submissions, October 2017” for further guidance on considerations related to the CASA that should be included in your submission. If it is determined that the subject matter has no relation to the CASA, please state that here.

Public, Stakeholder & Other Consultation:

Have all other necessary consultations taken place, including consultations with other relevant ministries or organizations? Was there public or stakeholder consultation? Is it planned? To what extent were gender and diversity reflected in the consultations and



how are different perspectives recognized in the feedback received? What were the responses of each of the groups?

Communications & Public Engagement:

If your Director of Communications determines a full communications plan is required, please ensure the Communications Plan template attached to this submission is completed and signed. Where applicable, GBA+ should be applied to the Communications Plan, particularly when designing consultations and engagement. Please see “Guidance for GBA+ in Cabinet and Treasury Board Submissions” for more information.

Contact: First Name Last Name, Title
(250) XXX-XXXX

Honourable First Name Last Name

Date Signed



COMMUNICATIONS PLAN

MINISTRY OF < NAME >

CABINET SUBMISSION

ITEM: e.g. Wildfire announcement

SUMMARY:

Type:	e.g. Event / Announcement / News Release / Technical Briefing / Other		
Item Summary:	< Brief description of the <i>communications</i> aspect of the item >		
Date:	Month / Day / Year	Venue / Location:	
Primary:	< e.g. Premier >	Featuring:	< Other Ministers/MLAs > < Other elected officials > < Stakeholders >
Audiences:			
Message Frame:	< List key messages >		
Key Validating Facts:	< List any facts that support the key messages >		
Potential Issues/	< List potential resulting issues with announcement >		



Challenges:



MEDIA PLAN – Stakeholders:

Approvals Required:	<ul style="list-style-type: none"> < TB / Cabinet / PO / Other approvals outstanding > 		
Stakeholders:	<ul style="list-style-type: none"> < Provide list of stakeholders > 		
Notify Stakeholders:	<input type="checkbox"/> Before announcement		<input type="checkbox"/> After announcement
Does CASA Apply?:	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Inform CASA Secretariat on:	Month / Day / Year	Brief Green Caucus on:	Month / Day / Year
Local NR Opportunity:	<ul style="list-style-type: none"> < List MLAs who could do a riding-specific NR > 		

MEDIA PLAN – Event Overview:

Complete only if this item involves an event.

Has an Event Plan been completed?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has Event Services been contacted?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event Summary:	<ul style="list-style-type: none"> < Brief summary of event details (where, when, etc.) > 	



MEDIA PLAN – Announcement:

Announcement Details:	<ul style="list-style-type: none">< Brief description of how the announcement, event, etc. will play out >
Specific Media Engagement:	<ul style="list-style-type: none">< Regional media, one-on-one's, etc. >
Digital Release:	<ul style="list-style-type: none">< What is being done concurrently on social media? >
Ethnic Media Plan:	<ul style="list-style-type: none">< Focus on Asian and South Asian communities >

MEDIA PLAN – Follow Up:

Sustaining Activities:	<ul style="list-style-type: none">< Recommended follow-up activities, in brief, by Ministers or MLAs >
Digital Follow Up:	<ul style="list-style-type: none">< Any ongoing social media activities? >
Consultation/Engagement:	<ul style="list-style-type: none">< Does this announcement require a consultation process? If so, has this been discussed/approved by the GCPE Public Consultation Unit? >

AUTHORIZATION:

Director of Communications
Ministry of < Name >

Deputy Minister (Ministry)

Month Day, Year

From: [Mason, Miranda N FIN:EX](#)
To: [Gervais, Monica PREM:EX](#)
Subject: Re: Updated OIC
Date: January 24, 2019 4:11:32 PM

Great! Thanks Monica

Sent from my iPhone

On Jan 24, 2019, at 2:12 PM, Gervais, Monica PREM:EX <Monica.Gervais@gov.bc.ca> wrote:

I put in your suggested language—thank you for that—and added a link to the GBA+ Guide.

Regards,
Monica

From: Mason, Miranda N FIN:EX
Sent: January 23, 2019 7:59 PM
To: Gervais, Monica PREM:EX <Monica.Gervais@gov.bc.ca>
Subject: Re: Updated OIC

Hi Monica,

We are good with the language in the template. If there is room for additions it may be helpful to add for clarification: **Are there gender and diversity implications that should be considered?**

Thanks so much and apologies again for dropping the ball on this!

I hope you are well.

Miranda

Sent from my iPhone

On Jan 23, 2019, at 2:54 PM, Gervais, Monica PREM:EX <Monica.Gervais@gov.bc.ca> wrote:

We have updated the language in 5(b) in attached for GBA+. Can you confirm it is okay?

Thanks!

Monica

From: Gervais, Monica PREM:EX
Sent: January 11, 2019 1:00 PM
To: Mason, Miranda N FIN:EX <Miranda.Mason@gov.bc.ca>
Subject: OIC summary

Hi Miranda,

We have updated our OIC summary template and wondering if you can confirm GBA+ language in section 6(b) of attached is acceptable. We also intend to have a live link take it to the GBA+ Guide.

I would like a response by end of day Monday, Jan 14 if possible.

Thanks!

Monica

Monica Gervais

Executive Director, Cabinet Operations, Office of the Premier

617 Government Street, Suite 049, Victoria, British Columbia

New number: 778-974-5081 / Cell: 250-415-7064 / Fax: 250-387-7392

Warning: *This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.*

From: Gervais, Monica PREM:EX
To: Mason, Miranda N FIN:EX
Subject: Updated OIC
Date: January 23, 2019 2:54:50 PM
Attachments: OIC Cabinet Summary Information Template Jan 2019 - md comments.docx

We have updated the language in 5(b) in attached for GBA+. Can you confirm it is okay?

Thanks!
Monica

From: Gervais, Monica PREM:EX
Sent: January 11, 2019 1:00 PM
To: Mason, Miranda N FIN:EX <Miranda.Mason@gov.bc.ca>
Subject: OIC summary

Hi Miranda,

We have updated our OIC summary template and wondering if you can confirm GBA+ language in section 6(b) of attached is acceptable. We also intend to have a live link take it to the GBA+ Guide.

I would like a response by end of day Monday, Jan 14 if possible.

Thanks!
Monica

Monica Gervais

Executive Director, Cabinet Operations, Office of the Premier
617 Government Street, Suite 049, Victoria, British Columbia
New number: 778-974-5081 / Cell: 250-415-7064 / Fax: 250-387-7392

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Order in Council

Cabinet Summary Information

Last Updated: January 2019

Ministry:

Date Prepared:

Cliff #:

Log #:

The information below will enable Cabinet Ministers to have a clear and complete picture of the decision points, shifts in policy, risks, implications, outstanding issues and timing sensitivities related to the Order in Council and that all necessary consultations have been completed. The ministry is responsible for ensuring the information below will enable an informed decision by Cabinet.

All sections must be completed.

Section	Detail
1. Type of OIC:	<input type="checkbox"/> Non-CABRO appointment * <input type="checkbox"/> Not a regulation <input type="checkbox"/> Regulation - provide Regulatory Count: ____
2. Timing Requirements for Cabinet review and approval. a) Select all that apply. Include rationale.	<input type="checkbox"/> No Timing Requirements/At Cabinet's earliest convenience RUSH - Cabinet approval is requested / required by _____ because (check all that apply): <input type="checkbox"/> Legal requirement - Per Legislative Counsel's comments, the OIC must be made/deposited by the date specified. <input type="checkbox"/> Advance Notice - In order to give stakeholders sufficient time to adapt to the proposed change, the ministry would like to provide _____ amount of lead time between when the order is approved and when it takes legal effect. <input type="checkbox"/> Media requirement. A public announcement is planned. <input type="checkbox"/> Other _____
b) Why is the Order required now?	<ul style="list-style-type: none"> • •
c) Should this Order be held after approval?	<input type="checkbox"/> NO. Process normally

* Crown Agency Board Resourcing Office

	<input type="checkbox"/> NO. Process by __DD/MMM/YYYY. Please explain why. <hr/> <input type="checkbox"/> YES. If yes, please explain why. <hr/>
3. Communication What, (if any), is the current communication plan?	<ul style="list-style-type: none"> • • <p>REMINDER: A copy of this OIC Summary Information document signed by the Deputy Minister is to be submitted to Robb Gibbs, ADM, Strategic Communications Division, GCPE.</p>
4. Authorizing Act and section number(s)	
5. Purpose, Content and Context (OIC “Essence”) a) In plain language, please explain what this order does? What problem it solves? What is the effect?	<ul style="list-style-type: none"> •
b) Has GBA+ been considered? Link to Guide	<input type="checkbox"/> NO <input type="checkbox"/> YES. If yes, what were the findings? <hr/>
c) Who requested this change? Stakeholder, Cabinet direction, legal requirement, Ministry staff? And why?	<ul style="list-style-type: none"> •
d) Is this OIC in response to direction from Cabinet or one of its Committees or Working Groups?	<input type="checkbox"/> NO <input type="checkbox"/> YES. If yes, provide committee & meeting date: <hr/>
6. Fiscal Management Considerations a) Who at Treasury Board Staff has reviewed this information and what comments did they provide?	<ul style="list-style-type: none"> • [Name of analyst] •
b) Is Treasury Board review required?	<input type="checkbox"/> NO

	<input type="checkbox"/> YES. If yes, provide date of approval: <hr/>
c) Is there a cost to Government to implement this OIC?	<input type="checkbox"/> NO <input type="checkbox"/> YES. If yes, provide amount, percentage increase or decrease, and description of cost: <hr/>
d) Fine, Fee or Administrative Penalty If the OIC includes a fine, fee or administrative penalty, provide the date of Treasury Board approval.	
7. Business and Economic Implications Summarize the expected implications for business and the economy. It is understood that the business and economic implications will not always be quantifiable, and in those cases an order of magnitude or a qualitative assessment will suffice. See "Guidance for Consideration of Business and Economic Implications in Cabinet Submissions" for further information.	<ul style="list-style-type: none"> •
8. Indigenous Peoples a) Does this OIC advance Government's commitment to reconciliation?	<input type="checkbox"/> NO <input type="checkbox"/> YES. If yes, please indicate how. <hr/>
b) Have the Indigenous Peoples and Indigenous organizations who will be impacted by this OIC been engaged?	<input type="checkbox"/> NO. If no, why not? <hr/> <input type="checkbox"/> YES. If yes, what views were expressed? <hr/>

Reminder: If this order affects Indigenous rights and title, attach confirmation from the **Aboriginal Law Group, Attorney General, confirming that consultation has been adequate.**

9. Stakeholder and Affected Party Consultations
Who is impacted and when were they consulted? List stakeholders and indicate consultation dates and support or concerns raised. Stakeholders may include local governments, external stakeholders, and Government ministries, Crowns & agencies.

•

10. Application & government MLA support
Complete MLA consultations before submitting the OIC to Cabinet Operations.

- ☐ This OIC applies to all electoral districts.
☐ This OIC applies only to the following electoral districts:

Do you have written confirmation that Government MLAs from affected electoral districts support this OIC

- ☐ YES
☐ NO. If no, please explain:

11. Confidence & Supply Agreement (CASA)
Is Consultation with the BC Green Party Caucus required?
Please see "Guidance for consideration of CASA in Cabinet Submissions October 2017" for further guidance on considerations.

- ☐ NO
☐ YES. If yes, has the consultation occurred/been scheduled and what was/is the date: _____

If consultation has taken place, what was the outcome?

12. Trade Obligations

- ☐ Trade is not affected.

The OIC affects Trade and

- ☐ BC, Alberta, Saskatchewan and Manitoba Trade Offices have been notified.
☐ Trade partners have not yet been notified because:

Concerns expressed are:

Additional Details

Deputy Minister

Date Signed

Contact Name:

Title:

Phone Number:

Alternate Contact Name:

Title:

Phone Number:

Prepared By:

Phone Number:

From: Gervais, Monica PREM:EX
To: Mason, Miranda N FIN:EX
Subject: OIC summary
Date: January 11, 2019 1:00:11 PM
Attachments: OIC Cabinet Summary Information Template Jan 2019.docx

Hi Miranda,

We have updated our OIC summary template and wondering if you can confirm GBA+ language in section 6(b) of attached is acceptable. We also intend to have a live link take it to the GBA+ Guide.

I would like a response by end of day Monday, Jan 14 if possible.

Thanks!

Monica

Monica Gervais

Executive Director, Cabinet Operations, Office of the Premier
617 Government Street, Suite 049, Victoria, British Columbia
New number: 778-974-5081 / Cell: 250-415-7064 / Fax: 250-387-7392

Warning: *This email is intended only for the use of the individual or organization to whom it is addressed. It may contain information that is privileged or confidential. Any distribution, disclosure, copying, or other use by anyone else is strictly prohibited. If you have received this in error, please telephone or e-mail the sender immediately and delete the message.*

Order in Council

Cabinet Summary Information

Last Updated: January 2019

Ministry:

Date Prepared:

Cliff #:

Log #:

The information below will enable Cabinet Ministers to have a clear and complete picture of the decision points, shifts in policy, risks, implications, outstanding issues and timing sensitivities related to the Order in Council and that all necessary consultations have been completed. The ministry is responsible for ensuring the information below will enable an informed decision by Cabinet.

All sections must be completed.

Section	Detail
1. Type of OIC:	<input type="checkbox"/> Non-CABRO appointment * <input type="checkbox"/> Not a regulation <input type="checkbox"/> Regulation - provide Regulatory Count: ____
2. Timing Requirements for Cabinet review and approval. Select all that apply. Include rationale.	<input type="checkbox"/> No Timing Requirements/At Cabinet's earliest convenience RUSH - Cabinet approval is requested / required by _____ because (check all that apply): <input type="checkbox"/> Legal requirement - Per Legislative Counsel's comments, the OIC must be deposited by the date specified. <input type="checkbox"/> Advance Notice - In order to give stakeholders sufficient time to adapt to the proposed change, the ministry would like to provide _____ months of lead time between when the order is approved and when it takes legal effect. <input type="checkbox"/> Media requirement. A public announcement is planned. <input type="checkbox"/> Other _____
3. Communication What if any is the current communication plan?	<ul style="list-style-type: none"> • REMINDER: A copy of this OIC Summary Information document signed by the Deputy Minister is to be submitted to Robb Gibbs, ADM, Strategic Communications Division, GCPE.

* Crown Agency Board Resourcing Office

4. Should this Order be held after approval?	<input type="checkbox"/> NO. Process normally <input type="checkbox"/> YES. And if yes, please explain why. <hr/>
5. Authorizing Act and section number(s)	
6. Purpose, Content and Context (OIC “Essence”) a) In plain language, please explain what this order does? What problem it solves? What is the effect?	<ul style="list-style-type: none"> •
b) Are the outcomes and outputs of the Order consistent with GBA+?	<ul style="list-style-type: none"> •
c) Please include examples for lay persons to convey what the OIC does.	<ul style="list-style-type: none"> •
d) Why is the Order required now?	<ul style="list-style-type: none"> •
e) Who requested this change? Stakeholder, Cabinet direction, legal requirement, Ministry staff? And why?	<ul style="list-style-type: none"> •
f) Is this OIC in response to direction from Cabinet or one of its Committees or Working Groups?	<input type="checkbox"/> NO <input type="checkbox"/> YES. If yes, provide committee & meeting date: <hr/>
7. Fiscal Management Considerations a) Who at Treasury Board Staff has reviewed this information and what comments did they provide?	<ul style="list-style-type: none"> • [Name of analyst] •
b) Is Treasury Board review required?	<input type="checkbox"/> NO <input type="checkbox"/> YES. If yes, provide date of approval: <hr/>
c) Is there a cost to Government to implement this OIC?	NO

	<p>YES. If yes, provide amount, percentage increase or decrease, and description of cost:</p> <p>_____</p>
<p>d) Fine, Fee or Administrative Penalty</p> <p>If the OIC includes a fine, fee or administrative penalty, provide the date of Treasury Board approval.</p>	
<p>8. Business and Economic Implications</p> <p>Summarize the expected implications for business and the economy. It is understood that the business and economic implications will not always be quantifiable, and in those cases an order of magnitude or a qualitative assessment will suffice. See “Guidance for Consideration of Business and Economic Implications in Cabinet Submissions” for further information.</p>	<ul style="list-style-type: none"> •
<p>9. Indigenous Peoples</p> <p>a) Does this OIC advance Government’s commitment to reconciliation? If so, include reference to the Articles of the United Nations Declaration of the Rights of Indigenous Peoples, or the Calls to Action of the Truth and Reconciliation Commission.</p>	
<p>b) Have the Indigenous Peoples and Indigenous organizations who will be impacted by this OIC been engaged and what views were expressed?</p>	

<p>c) Does this order affect Indigenous rights and title?</p>	<p>If this order affects Indigenous rights and title, attach confirmation from the Aboriginal Law Group, Attorney General, confirming that consultation has been adequate.</p>
<p>10. Stakeholder and Affected Party Consultations Who is impacted and when were they consulted? List stakeholders and indicate consultation dates and support or concerns raised. Stakeholders may include local governments, external stakeholders, and Government ministries, Crowns & agencies.</p>	<p>•</p>
<p>11. Application & government MLA support Complete MLA consultations before submitting the OIC to Cabinet Operations.</p>	<p><input type="checkbox"/> This OIC applies to all electoral districts.</p> <p><input type="checkbox"/> This OIC applies only to the following electoral districts: _____</p> <p>Do Government MLAs from affected electoral districts support this OIC</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO. If no, please explain: _____</p>
<p>12. Confidence & Supply Agreement (CASA) Is Consultation with the BC Green Party Caucus required? Please see "Guidance for consideration of CASA in Cabinet Submissions October 2017" for further guidance on considerations.</p>	<p><input type="checkbox"/> NO</p> <p><input type="checkbox"/> YES. If yes, has the consultation occurred/been scheduled and what was/is the date: _____</p> <p>If consultation has taken place, what was the outcome?</p>
<p>13. Trade Obligations</p> <p><input type="checkbox"/> Trade is not affected.</p>	<p>The OIC affects Trade and</p> <p><input type="checkbox"/> BC, Alberta, Saskatchewan and Manitoba Trade Offices have been notified.</p> <p><input type="checkbox"/> Trade partners have not yet been notified because: _____</p> <p>Concerns expressed are: _____</p>

Additional Details

Deputy Minister

Date Signed

Contact Name:

Title:

Phone Number:

Alternate Contact Name:

Title:

Phone Number:

Prepared By:

Phone Number:

From: [Gervais, Monica PREM:EX](#)
To: [MacMillan, Elizabeth PREM:EX](#)
Subject: FW: GBA+ Monitoring and Evaluation in Cabinet Templates
Date: November 8, 2018 2:59:19 PM
Attachments: GBA+ Tracking - Cabinet Operations.docx
GBA+ proposed measures for DMC progress report.docx
image001.png

FYI.

From: Mason, Miranda N FIN:EX
Sent: Thursday, November 8, 2018 2:54 PM
To: Gervais, Monica PREM:EX
Subject: RE: GBA+ Monitoring and Evaluation in Cabinet Templates

Hi Monica,

Thanks for your patience on this! I am feeling as though it would be useful to be cloned about now

I have attached two documents for you to review – one is a draft of proposed measures and indicators that we will use to report out on GBA+ implementation to DMC in June of next year. The other is (hopefully) a simple list of questions for tracking of GBA+ in Cab Ops templates for the first year. Any feedback on this would be great – I don't want to put too much work on your staff, but we do also have to report out to DMC on progress, so hopefully this could be a way of doing that. I am open to feedback on this. I am also wondering if there is any way for us to review some submissions that may be particularly good (or bad!). Please also let me know if any of your staff have any questions.

Thanks again,
Miranda

From: Gervais, Monica PREM:EX
Sent: November 6, 2018 2:36 PM
To: Mason, Miranda N FIN:EX <Miranda.Mason@gov.bc.ca>
Subject: RE: GBA+ Monitoring and Evaluation in Cabinet Templates

Hi Miranda,

Did I miss an email? Just wondering about your tracking doc.

Thanks,
Monica

From: Mason, Miranda N FIN:EX
Sent: Thursday, November 1, 2018 2:58 PM
To: Gervais, Monica PREM:EX
Subject: RE: GBA+ Monitoring and Evaluation in Cabinet Templates

Hi and no worries at all! It's a busy time. I will send something along shortly. It will be very simple.

Thanks!

From: Gervais, Monica PREM:EX
Sent: November 1, 2018 2:52 PM
To: Mason, Miranda N FIN:EX <Miranda.Mason@gov.bc.ca>
Subject: RE: GBA+ Monitoring and Evaluation in Cabinet Templates

So sorry I dropped the ball on this. Feel free to send along your framework and I will take a look.

Monica

From: Mason, Miranda N FIN:EX
Sent: Wednesday, October 24, 2018 10:25 AM
To: Gervais, Monica PREM:EX
Subject: GBA+ Monitoring and Evaluation in Cabinet Templates

Hi Monica,

I hope you are well. I met with Melanie today and we discussed the possibility of monitoring/evaluating the application of GBA+ in Cab Ops templates. We are sending a simple framework for evaluation to TBS for the Budget Request templates – we would just like to know what percentage of submissions incorporated GBA+ and to what extent. Would you be open to having your staff do a quick review of GBA+ in the templates for us? We have to report back to DMC on progress so it would be helpful to have an idea of the extent that Ministries applied GBA+ this year.

Let me know your thoughts.

Thanks so much,
Miranda

Miranda Mason, MA
Director, Policy | Gender Equity Office
she/her/hers
Ministry of Finance | 617 Government Street
Victoria, BC
Office: 778.698.2190 | Cell: 250.896.3659
Miranda.Mason@gov.bc.ca





Click here to take the [Learning Centre GBA+ Online Training](#)

GBA+ Measurement and Evaluation for Cabinet Operations Templates

Draft

Questions for analysts:

1. Was GBA+ applied to the template?	Yes/No
2. If yes, to what section(s)	Policy/Consultations/Communications, etc.
3. If yes, was GBA+ applied to the analysis and options or will be applied to future implementation?	Analysis/Options/Future implementation

Performance Indicators by Sector

**Last Actual
2018/19**

GBA+ Outputs - Natural Resource Sector

Percentage of Cabinet Operations templates that incorporate some elements of GBA+	%
---	---

GBA+ Outputs – Economic Sector

Percentage of Cabinet Operations templates that incorporate some elements of GBA+	%
---	---

GBA+ Outputs – Social Sector

Percentage of Cabinet Operations templates that incorporate some elements of GBA+	%
---	---

GBA+ Progress Report to DMC – June 2019

Proposed Measures and Indicators - DRAFT

Outcome:

- Strengthened capacity of the B.C. Public Service to advance budgets, legislation, policies and programs that are evidence-based, promote gender equality, and meet the needs of B.C.'s diverse population.

Initiative:

- Phased implementation of Gender-Based Analysis Plus (GBA+) across government processes, including budget, policy, legislation, and program development.

GBA+ Performance Measures - Options

Performance Measures

**Last Actual
2018/19**

GBA+ Training (will also be disaggregated by sector)

Number of public servants who completed Status of Women Canada online training	#
Percentage of ADM Leads and Alternates who completed in-person GBA+ Orientation sessions	%
Number of public servants who attended in-person GBA+ training sessions	#

GBA+ Capacity Building (will also be disaggregated by sector)

Percentage of ministries with GBA+ Working Groups	%
Number of case studies developed by ministries	#
Number of Crown Corporations that have received messaging about GBA+	#

Performance Indicators by Sector

**Last Actual
2018/19**

GBA+ Outputs - Natural Resource Sector

Percentage of publicly-released policy-frameworks/strategies that incorporate some elements of GBA+	%
Percentage of Budget Request Templates that incorporate some elements of GBA+	%
Percentage of Cabinet Operations templates that incorporate some elements of GBA+	%
Number of strategies, policy frameworks, legislation that incorporated policy advice from GEO	#

GBA+ Outputs - Social Sector

Percentage of publicly-released policy-frameworks/strategies that incorporate some elements of GBA+	%
Percentage of Budget Request Templates that incorporate some elements of GBA+	%
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Number of strategies, policy frameworks, legislation that incorporated policy advice from GEO	#

GBA+ Outputs - Economic Sector

Percentage of publicly-released policy-frameworks/strategies that incorporate some elements of GBA+	%
Percentage of Budget Request Templates that incorporate some elements of GBA+	%
Percentage of Cabinet Operations templates that incorporate some elements of GBA+	%
Number of strategies, policy frameworks, legislation that incorporated policy advice from GEO	#

Questions for Ministries:

1. What have you done to engage staff in GBA+ work?
 - Meetings
 - Communications
 - Working Groups
 - Conferences
 - Case study development
 - Other
2. What have you done to promote GBA+ in policy, budget, legislation development processes?
3. How many strategies, etc. have incorporated GBA+ in your ministry?
4. Have you had conversations with Crown Corporations and partners about GBA+?
5. To what extent do you have cultural support for this work within your ministry? What are some of the barriers to engagement and implementation?

From: [Mason, Miranda N FIN:EX](#)
To: [Gervais, Monica PREM:EX](#)
Subject: RE: GBA+ Monitoring and Evaluation in Cabinet Templates
Date: November 6, 2018 2:37:24 PM
Attachments: [image001.png](#)

You haven't! I have just been caught up in a briefing note frenzy so haven't had a chance to put it together yet. I will send it along very soon (hopefully tomorrow morning).

Thanks for your patience!

From: Gervais, Monica PREM:EX
Sent: November 6, 2018 2:36 PM
To: Mason, Miranda N FIN:EX <Miranda.Mason@gov.bc.ca>
Subject: RE: GBA+ Monitoring and Evaluation in Cabinet Templates

Hi Miranda,

Did I miss an email? Just wondering about your tracking doc.

Thanks,
Monica

From: Mason, Miranda N FIN:EX
Sent: Thursday, November 1, 2018 2:58 PM
To: Gervais, Monica PREM:EX
Subject: RE: GBA+ Monitoring and Evaluation in Cabinet Templates

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Subject: GBA+ Monitoring and Evaluation in Cabinet Templates

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Let me know your thoughts.

Thanks so much,
Miranda

Miranda Mason, MA
Director, Policy | Gender Equity Office

she/her/hers

Ministry of Finance | 617 Government Street

Victoria, BC

Office: 778.698.2190 | Cell: 250.896.3659

Miranda.Mason@gov.bc.ca



Where ideas work



GENDER-BASED ANALYSIS PLUS

Click here to take the [Learning Centre GBA+ Online Training](#)

From: [MacMillan, Elizabeth PREM:EX](#)
To: [Stewart, Melanie FIN:EX](#)
Cc: [Gervais, Monica PREM:EX](#); [Knowles, Jessica D FIN:EX](#)
Subject: FW: GBA+ and TB/Cab Sub template
Date: September 15, 2018 4:14:30 PM
Attachments: [Budget 2019 Request Template 30AUG18.doc](#)
[APPENDIX GBA+ in Budget 2019 Template 30AUG18.docx](#)
[Request for Decision GBA+ suggestions.docx](#)
[Guidance for GBA+ in Cabinet Submissions.docx](#)
[image001.png](#)

Hi Melanie – yes, I do have some suggestions and Monica also ID'd important considerations that I'd like to ensure are shared. I'm hoping that she and I can find a few minutes early this coming week to compare and collate notes to forward to you.

Cheers!

E

From: Stewart, Melanie FIN:EX
Sent: Thursday, September 13, 2018 10:33 AM
To: MacMillan, Elizabeth PREM:EX
Cc: Gervais, Monica PREM:EX; Knowles, Jessica D FIN:EX
Subject: GBA+ and TB/Cab Sub template

Hi Elizabeth,

Just wanted to follow-up and see if you have any suggested edits to the attached TB/Cab sub template and Guidelines that we shared last week. Also attached is the Budget 2019 Request Template that is being used this year. Heather Wood has approved this and is fine with the changes to the TB/Cab sub template as they are consistent with the Budget 2019 Request Template.

I am presenting a general overview of GBA+ at Corporate Executive on September 21 and on September 24 a message from Don Wright on GBA+ w/resources for staff will be posted on the @Work Website. It would be nice to have the new templates available around the same time. We expect the templates to evolve over time, as our GBA+ capacity in government develops. This is a first step.

Please let me know what the next steps are with this so that we can finalize these templates and post them to the cab ops website.

Much appreciated,
Melanie

Melanie J. Stewart, PhD.
Pronouns: *She/her/hers*
Assistant Deputy Minister | Gender Equity Office
Ministry of Finance | 2nd Floor, 617 Government Street
Victoria, BC | Cell: 250.213.8764
Melanie.J.Stewart@gov.bc.ca



Where ideas work



GENDER-BASED ANALYSIS PLUS

Click here to take the [FREE GBA+ online training](#)

Appendix A –Budget 2019 Ministry Request Template

MINISTRY: *Ministry name.*

TITLE: *Use a one line descriptive title for the subject of the submission.*

RANK: *1,2,3... of X priorities*

SUMMARY OF REQUEST:

Include the amounts of funding requested in millions, to 3 decimal places, and any incremental FTEs that would be hired.

TABLE 1: INCREMENTAL FUNDING REQUEST	2019/20	2020/21	2021/22
Operating (\$ millions)	0.000	0.000	0.000
New FTEs	0	0	0
CRF Capital (\$ millions)	0.000	0.000	0.000

Briefly describe the request. Include a summary, in 150 words or less and using terminology that can be easily understood, which clearly explains the purpose of the funding, the approach to implementation, and the “high level” public benefits of the proposal. Also state if the request is linked to the 2017 platform language, minister’s mandate letter, or other source.

RECOMMENDATION: *Briefly state the ministry’s recommended option.*

END OF PAGE 1

CONTEXT:

This section should describe the current situation and status of the issue, including:

- A brief history of the issue to provide context for the request, including evidence that the item is a government priority;*
- Conclusions from any related relevant studies or reports, public opinion research, or existing policies or programs that assist in providing context for the item;*
- The amount of existing base budget funding for the program area to which this initiative would be included, how it is being spent, and general outcomes of that spending.*

CROSS MINISTRY / JOINT MINISTRY INITIATIVES (DELETE IF NOT REQUIRED):

- If the initiative is of a cross ministry/joint ministry nature, this must be identified.*
- All participating ministries’ should identify their respective roles of the cross-ministry/joint ministry initiatives, including their share of the funding requested and participate in the completion of the table in the “Fiscal Impacts” section of this template.*
- The lead ministry must complete the table below to reflect the total funding request, i.e., all participating ministries’ components.*
- All cross-ministry financial implications must be identified, including any facilities or IM/IT funding requirements that are borne by the Ministry of Citizens’ Services.*

Table 2: Operating Budget Request (\$ millions)	19/20	20/21	20/21
Ministry A Request (Lead Ministry)			
Ministry B Request			
Ministry C Request			
Total Cross-Ministry Funding Request			

RATIONALE FOR THE REQUEST:

This section should provide a justification and explain the benefits of all the options included by addressing the following points:

- **Source of the Commitment:** minister's mandate letter, or CASA;
- **General benefits/outcomes and performance measures:** Identify what quantitative and qualitative benefits the initiative will create, what the public will perceive, and how results will be measured and tracked, quantitatively to the extent possible;
- **Primary group(s) benefiting from the initiative:** For example, women, indigenous groups, parents, the homeless, children, seniors, disabled, low income, business groups etc. – identify all that apply and be as specific as possible; including reference to gender, ethnicity, sexuality, and other key identity factors where applicable.
- **# impacted by the initiative:** For example the estimated number of families and/or individuals that will benefit;
- **Location:** Should identify where the benefits will be primarily realized - rural, urban, particular regions/communities, province-wide, etc.;
- **Indigenous implications:** Identify how this advances Government's commitment to transform its relationship with First Nations and Indigenous peoples and its commitments to adopt the United Nations Declaration on the Rights of Indigenous Peoples and implement the Truth and Reconciliation Commission's Calls to Action. Include significant implications or benefits for Indigenous peoples.
- **Gender equity implications – Gender-Based Analysis Plus (GBA+):** Fill this section out using one of two options. Please see "Guidance for GBA+ in Budget Request Template" for further information:
 - Option A: Summarize how Gender-Based Analysis Plus (GBA+) has been used in the development of this submission.
 - Option B: If GBA+ was not used in the development of this request, outline how GBA+ could inform this initiative going forward. What are some potential implications of this initiative on disadvantaged identity groups?

FISCAL PLAN IMPACTS AND RISKS:

- The costs of the recommended option for the fiscal plan period, must be shown using the tables below, to 3 decimal places. Ministry budget submissions are required to present funding requests in terms of changes from budget targets included in the Budget 2017 Update. Ensure that information on any incremental FTEs or capital costs are also included. Outline any key risks associated with the proposal and the mitigation strategies

that would be used to manage them and any savings or efficiencies anticipated as a result of the initiative.

Table 3: Estimated Operating Costs (\$M)	18/19	19/20	20/21	21/22
Existing Base Budget for the Core Business Area that would administer the Initiative				
Existing Base Budget for the Program Area* (net of any recoveries) that would administer the Initiative (A)				
Gross Incremental Funding Request for Initiative **(B)				
Less any recoveries (C)				
Less any internal funding to be reallocated (D)				
Revised Budget if Proposal Approved (A+B-C-D)				
Net Incremental Funding Request (B-C-D)				

* Program area is defined as the lowest-level “business unit” in your ministry’s organizational hierarchy to which the additional funding would flow.

Table 4: FTEs (#)	18/19	19/20	20/21	21/22
Existing Base FTEs for Program Area				
Incremental FTE Request				
Revised FTEs if Proposal Approved				

Table 5: Estimated CRF Capital Costs (if applicable)	18/19	19/20	20/21	21/22
Existing Base Capital Budget for Program Area				
Incremental Capital Request				
Revised Capital Budget if Proposal Approved				

CONSULTATIONS:

- **Public Consultations:** Describe the results of any public consultations that may have occurred, including the extent to which gender equity and diversity was reflected in that consultation, and how different perspectives were recognized in the feedback received.
- **Inter-Ministry, Inter-Agency and Inter-governmental Consultation:** The submission should list any affected ministries and agencies and those which were consulted, the nature of the consultation, and the degree of agreement or disagreement with the options.

OTHER IMPLICATIONS:

- Explain how the initiative would be governed, and how that governance model would reflect gender equity;

- Explain if there would be new legislation or regulations required, or major or minor amendments to existing legislation or regulations;
- Describe any legal or constitutional implications;
- Describe any implications for gender equity, including consistency with the 1995 United Nations Beijing Platform for Action; and
- Describe any implications for First Nations treaties or treaty negotiations, consultation/accommodation obligations to First Nations, or linkages to the UN Declaration on the Rights of Indigenous Peoples.

OPTIONS:

For any funding request, at **least three funding options** must be included, including the status quo and the ministry-recommended option, as well as an option that is significantly less costly than the recommended option. Each option should include:

- A number and short title for the option;
- A brief description of the option;
- A list of the pros and cons of the option including impacts on outcomes; and
- Whether it is the recommended option.

RECOMMENDATION:

Identify the recommended option, outlining the specific decision(s) being sought.

MINISTER'S SIGNATURE & DATE:

The document must be signed by the sponsoring Minister(s).

MINISTER: _____

DATE: _____

KEY CONTACTS:

Name and phone number of Executive Financial Officer (EFO) and a program area contact person who can answer any technical questions about this submission.

EFO: _____

PH: _____

PROGRAM CONTACT: _____

PH: _____

APPENDICES TO SUBMISSIONS

Any lengthy factual material, quantitative or qualitative information (including gender disaggregated data), technical tables, and research studies and other evidence-based support materials should be placed in numbered appendices to which the submission refers.

Please note that Treasury Board Staff may require that additional information, specific to your ministry, be included in your request.

Support for GBA+ is available to all ministries through the Gender Equity Office. Introductory information on this policy tool can be found online through the Government of Canada website at http://www.swc-cfc.gc.ca/gba-acs/course-cours-2017/eng/mod00/mod00_01_01.html

Please see Appendix: Guidance for GBA+ in Budget Request Template on how to incorporate GBA+ analysis components.

DRAFT

APPENDIX: Guidance for GBA+ in Budget Request Template

This appendix is provided for additional information and guidance purposes in the completion of the Gender-based Analysis Plus (GBA+) component of the Budget 2019 Key Ministry Request Template. Please delete this page prior to final submission.

Gender Based Analysis Plus (GBA+) is an analytical tool used to assess the real or potential effects of our budgets, policies, programs and initiatives on diverse groups of people. It recognizes that women and men are not all the same and that equal opportunity does not mean equal results. When applied to government work, GBA+ can help us understand how diverse groups of women, men, girls, boys and gender diverse individuals experience public policy in British Columbia.

When GBA+ is applied to budgets, policies or programs, it looks at who, based on gender and other intersecting identity factors, BENEFITS and who is EXCLUDED from those policies or initiatives.

The implicit (somewhat unknown, unexpected, less intentional, yet to be revealed) and explicit (stated, known, transparent, intentional) gender and diversity dimensions or biases could impact how requests are perceived, developed, implemented and evaluated – both internally by the B.C. Government and externally by the communities experiencing them.

Throughout the development of the Budget Request Template, the following questions should be considered:

- What assumptions are you making? How is the issue being informed?
- Who could be left behind? Explain the gender and diversity implications on different disadvantaged identity groups.
- Who did you consult? Is there diversity in the perspectives represented?
- What data did you look at? Is disaggregated data available (by gender/sex and other identity factors)? Identify what data was used to inform the analysis.
- How are you ensuring equality of outcomes (what equity measures may be necessary to implement to achieve equality)? Identify if there are options that could increase the inclusivity of this proposal and what the consequences are of adopting or not adopting these.

Using GBA+ to develop Budget Requests will result in a clear outline to decision-makers of the gender and diversity implications of the recommended option. It will also demonstrate links between the recommended option and the government's broader commitment to gender equality. ***GBA+ should be applied throughout the development of the template.*** It is not an add-on component, but should inform the entire submission development and budget process.

GBA+ Resources:

Orientation to GBA+ is available to all ministries through the Gender Equity Office (GEO). Each Ministry has a dedicated GBA+ Ministry Lead that has completed GBA+ Orientation and has access to resource materials that will help with the development of Cabinet and Treasury Board Submissions. A list of **GBA+ Ministry Leads** is available through the GEO.

More information and **GBA+ resources** are available on the @Work website here: [link]

A **GBA+ Data Inventory** is available through the Integrated Data Office. [Contact info here]

A **free introductory training module** for this policy tool can be found online at <http://www.swc-cfc.gc.ca/gba-acs/index-en.html>.

A **list of GBA+ stakeholders** is available by contacting the Gender Equity Office (GEO).

Please ensure that any **Communications Plans** that have a GBA+ component are shared with the Gender Equity Office (GEO).

Gender Equity Office – Ministry of Finance

Melanie Stewart, PhD
Assistant Deputy Minister
Melanie.J.Stewart@gov.bc.ca

Miranda Mason, MA
Director, Policy
Miranda.Mason@gov.bc.ca

Carla Wormald
Communications Manager, Gender Equity Office
Carla.Wormald@gov.bc.ca



Cabinet Submission – Request for Decision

Minister: Name(s) and title(s) of the Minister(s) advancing the submission

Ministry:

Date: DD/MM/YYYY

Ministry Document #:

Title:

Issue:

Very briefly describe (150 words max) the issue and why it requires the attention of Cabinet or one of its Committees or Working Groups. Are there any time sensitivities and, if so, what are they and why?

Recommendation:

What recommended decision is Cabinet or its Committee or Working Group being asked to make?

Implications and Considerations:

What are the top 2 or 3 most critical considerations?

Background / Context:

Describe the current status of the situation and a brief history to provide the necessary context for the requested decision. What does Cabinet need to consider when making this decision? Include any previous Cabinet or Cabinet Committee or Working Group direction and any public commitments, including those made through the Confidence and Supply Agreement (CASA), Mandate Letters or Platform Commitments.

Supporting materials including comprehensive business cases, gender-based analysis plus (GBA+), surveys, quantitative data or technical tables that support your recommendation should be included in appendices. The key points of your argument that rely on these materials/data to support your request should be summarized here.

Options:

Identify realistic options. There should be more than two options (i.e. not only “approve” and “do not approve”).

For each option identify the pros and cons.

Clearly identify which is the recommended option.



For a Cabinet submission, fill out the following sections (Indigenous Peoples; Confidence & Supply Agreement; Gender-Based Analysis Plus (GBA+); and Public, Stakeholder & Other Consultation) for only the recommended option.

Please also note that should your submission pertain to the establishment or appointment of a board, panel, task force, commission, working group or other body, please ensure the submission identifies potential candidates specifically by name and the associated experience, affiliation, credentials or other factors that make each of them suitable candidates for appointment to the body.

Fiscal Impacts:

Identify the total fiscal impact on government's fiscal plan (FTEs, operating and capital expenditures, revenues, savings) expressed in terms of the total cost and the cost by fiscal year; include financial impact information in a table with a breakdown of types of costs, across at least three fiscal years beyond the current year; direct and indirect impacts (including costs to other ministries); proposed source of funding (ministry base budget or other) or proposed re-prioritization/reduction/cessation of activities/programs to accommodate financial implications.

If previous funding has been approved for this program, indicate how the funding was spent, the outputs and outcomes that were expected, and the results/achievements realized in relation to the expectations.

Indicate if the decision sets a precedent and creates a future financial exposure for government.

For Cabinet Submissions, it is understood that the fiscal impacts will not always be quantifiable, and in those cases a qualitative assessment of the size/nature of the financial risks will suffice.

Your ministry EFO must review the fiscal impacts and risks prior to finalizing the Cabinet/Treasury Board submission and consult with Office of the Comptroller General (OCG) as appropriate to ensure accurate accounting treatment.

However, if the assessment provided is insufficient, Treasury Board Staff (TBS) may request further work be undertaken. Therefore you should consult your Treasury Board analyst prior to submitting a signed Cabinet/TB submission.



For Cabinet submissions specifically:

- 1) the submission must state whether or not TBS is in agreement with the characterization of the fiscal impacts and whether or not TBS believes the issue requires TB review and why.
- 2) Cabinet Operations will require an email from both your EFO and your TB analyst confirming their agreement with the characterization of the fiscal impacts and/or financial risk.
- 3) If TBS considers the fiscal impacts/risks section to be incomplete or is not in agreement with them – and if this disagreement is not noted in the submission - a one-page “Financial Risk Assessment” will be completed by TBS and distributed to Cabinet or its Committee or Working Group with your submission.

Legal Advice:

Confirm that your LSB advising solicitor, or the Assistant Deputy Attorney General, agrees with the presentation and characterization of any legal advice included in the submission. Cabinet Operations will require an email from your advising solicitor LSB advising solicitor, or the Assistant Deputy Attorney General, confirming their agreement with the presentation and characterization of any legal advice included in the submission.

Policy:

Are there any labour relations, gender equity and diversity, legal or constitutional implications? Are there any intergovernmental relations considerations? If so, what are they? At what Deputy Minister Committee meeting was this submission reviewed and how does it reflect the advice of that body?

Legislation:

Is legislation required? Are regulations required?

Indigenous Peoples:

Does the subject matter of this submission relate to any of the Articles of the United Nations Declaration on the Rights of Indigenous Peoples, or the Calls to Action of the Truth and Reconciliation Commission? If so, how?



Is this submission a direct response to either of these documents?

Notwithstanding the answers above, how has or will Indigenous Peoples and/or the appropriate Indigenous organization or community be engaged in the subject matter of this submission?

Confidence and Supply Agreement:

Provide the details of how the subject matter of this submission relates to the 2017 Confidence and Supply Agreement (CASA) including details of any recommendations provided by the CASA Secretariat. Please see “Guidance for consideration of the Confidence & Supply Agreement in Cabinet Submissions, October 2017” for further guidance on considerations related to the CASA that should be included in your submission. If it is determined that the subject matter has no relation to the CASA, please state that here.

Public, Stakeholder & Other Consultation:

Have all other necessary consultations taken place, including consultations with other relevant ministries or organizations? Was there public or stakeholder consultation? Is it planned? To what extent were gender and diversity reflected in the consultations and how are different perspectives recognized in the feedback received? What were the responses of each of the groups?

Gender-based Analysis Plus (GBA+):

Fill this section out using one of two options. Please see “Guidance for GBA+ in Cabinet and Treasury Board Submissions” for further information :

- Option A: Summarize how Gender-Based Analysis Plus (GBA+) has been used in the development of this submission.
- Option B: If GBA+ was not used in the development of this request, outline how GBA+ could inform this initiative going forward. What are some potential implications of this initiative on disadvantaged identity groups?



Communications & Public Engagement:

If your Director of Communications determines a full communications plan is required, please ensure the Communications Plan template attached to this submission is completed and signed. Where applicable, GBA+ should be applied to the Communications Plan, particularly when designing consultations and engagement. Please see “Guidance for GBA+ in Cabinet and Treasury Board Submissions” for more information.

Contact: First Name Last Name, Title
(250) XXX-XXXX

Honourable First Name Last Name

Date Signed



COMMUNICATIONS PLAN

MINISTRY OF < NAME >

CABINET SUBMISSION

ITEM: eg. Wildfire announcement

SUMMARY:

Type:	eg. Event / Announcement / News Release / Technical Briefing / Other		
Item Summary:	< Brief description of the <i>communications</i> aspect of the item >		
Date:	Month / Day / Year	Venue / Location:	
Primary:	< eg. Premier >	Featuring:	< Other Ministers/MLAs > < Other elected officials > < Stakeholders >
Audiences:			
Message Frame:	< List key messages >		
Key Validating Facts:	< List any facts that support the key messages >		
Potential Issues/ Challenges:	< List potential resulting issues with announcement >		



MEDIA PLAN – Stakeholders:

Approvals Required:	<ul style="list-style-type: none"> < TB / Cabinet / PO / Other approvals outstanding > 		
Stakeholders:	<ul style="list-style-type: none"> < Provide list of stakeholders > 		
Notify Stakeholders:	<input type="checkbox"/> Before announcement		<input type="checkbox"/> After announcement
Does CASA Apply?:	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Inform CASA Secretariat on:	Month / Day / Year	Brief Green Caucus on:	Month / Day / Year
Local NR Opportunity:	<ul style="list-style-type: none"> < List MLAs who could do a riding-specific NR > 		

MEDIA PLAN – Event Overview:

Complete only if this item involves an event.

Has an Event Plan been completed?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Has Event Services been contacted?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Event Summary:	<ul style="list-style-type: none"> < Brief summary of event details (where, when, etc.) > 	



MEDIA PLAN – Announcement:

Announcement Details:	<ul style="list-style-type: none">< Brief description of how the announcement, event, etc. will play out >
Specific Media Engagement:	<ul style="list-style-type: none">< Regional media, one-on-one's, etc. >
Digital Release:	<ul style="list-style-type: none">< What is being done concurrently on social media? >
Ethnic Media Plan:	<ul style="list-style-type: none">< Focus on Asian and South Asian communities >

MEDIA PLAN – Follow Up:

Sustaining Activities:	<ul style="list-style-type: none">< Recommended follow-up activities, in brief, by Ministers or MLAs >
Digital Follow Up:	<ul style="list-style-type: none">< Any ongoing social media activities? >
Consultation/Engagement:	<ul style="list-style-type: none">< Does this announcement require a consultation process? If so, has this been discussed/approved by the GCPE Public Consultation Unit? >

AUTHORIZATION:

Director of Communications
Ministry of < Name >

Deputy Minister (Ministry)

Month Day, Year

Guidance for GBA+ in Cabinet and Treasury Board Submissions

This document is provided for additional information and guidance for the purposes of completing the “Gender and Diversity Implications” component of the Cabinet Submission template.

Gender Based Analysis Plus (GBA+) is an analytical tool used to assess the real or potential effects of our budgets, policies, programs and initiatives on diverse groups of people. It recognizes that women and men are not all the same and that equal opportunity does not mean equal results. When applied to government work, GBA+ can help us understand how diverse groups of women, men, girls, boys and gender diverse individuals experience public policy in British Columbia.

When GBA+ is applied to budgets, policies or programs, it looks at who, based on gender and other intersecting identity factors, BENEFITS and who is EXCLUDED from those policies or initiatives.

The implicit (somewhat unknown, unexpected, less intentional, yet to be revealed) and explicit (stated, known, transparent, intentional) gender and diversity dimensions or biases could impact how requests are perceived, developed, implemented and evaluated – both internally by the B.C. Government and externally by the communities experiencing them.

Throughout the development of the Cabinet and Treasury Board Submission Template, the following questions should be considered:

- What assumptions are you making? How is the issue being informed?
- Who could be left behind? Explain the gender and diversity implications on different disadvantaged identity groups.
- Who did you consult? Is there diversity in the perspectives represented?
- What data did you look at? Is disaggregated data available (by gender/sex and other identity factors)? Identify what data was used to inform the analysis.
- How are you ensuring equality of outcomes (what equity measures may be necessary to implement to achieve equality)? Identify if there are options that could increase the inclusivity of this proposal and what the consequences are of adopting or not adopting these.

Using GBA+ to develop Cabinet and Treasury Board Submissions will result in a clear outline to decision-makers of the gender and diversity implications of the recommended option. It will also demonstrate links between the recommended option and the government's broader commitment to gender equality. ***GBA+ should be applied throughout the development of the template, including the Communications Plan, if relevant.*** It is not an add-on component, but should inform the entire submission development and policy process.

GBA+ Resources:

Orientation to GBA+ is available to all ministries through the Gender Equity Office (GEO). Each Ministry has a dedicated GBA+ Ministry Lead that has completed GBA+ Orientation and has access to resource materials that will help with the development of Cabinet and Treasury Board Submissions. A list of **GBA+ Ministry Leads** is available through the GEO.

More information and **GBA+ resources** are available on the @Work website here: [link]

A **GBA+ Data Inventory** is available through the Integrated Data Office. [Contact info here]

A **free introductory training module** for this policy tool can be found online at <http://www.swc-cfc.gc.ca/gba-accs/index-en.html>.

A **list of GBA+ stakeholders** is available by contacting the Gender Equity Office (GEO).

Please ensure that any **Communications Plans** that have a GBA+ component are shared with the Gender Equity Office (GEO).

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