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**BC PUBLIC SERVICE AGENCY
Agency Operations Vote (Vote 27)
IMPLICATIONS OF 2019/20 FUNDING**

Compared to the 2018/19 budget of \$56.268M, the 2019/20 budget for the BC Public Service Agency (Vote 27) increased by \$0.277M or 0.49% to \$56.545M (see Resource Summary per Estimates).

Highlights of changes include:

- Increase of \$0.055M in salaries & benefits resulting from adjustments to the Economic Stability Mandate (Appendix 1).
- Increase of \$0.054M in salaries & benefits resulting from negotiated salary increases under the Economic Stability Dividend (Appendix 1).
- Increase of \$0.165M in benefits adjusted for the Employee Benefits Chargeback Rate change from 24.8% to 25.4%.
- Increase of \$0.003M in salaries & benefits for Sustainable Service Mandate.

CRF Capital Budget

Compared to the 2018/19 budget, the capital budget in 2019/20 remains the same at \$0.010M. The capital budget is for minor capital equipment needs for assistive technology for people with disabilities under the WorkAble program and audio-video equipment used by the Agency to support the Premier's Awards ceremonies.

The capital budget in 2018/19 was \$0.010M.

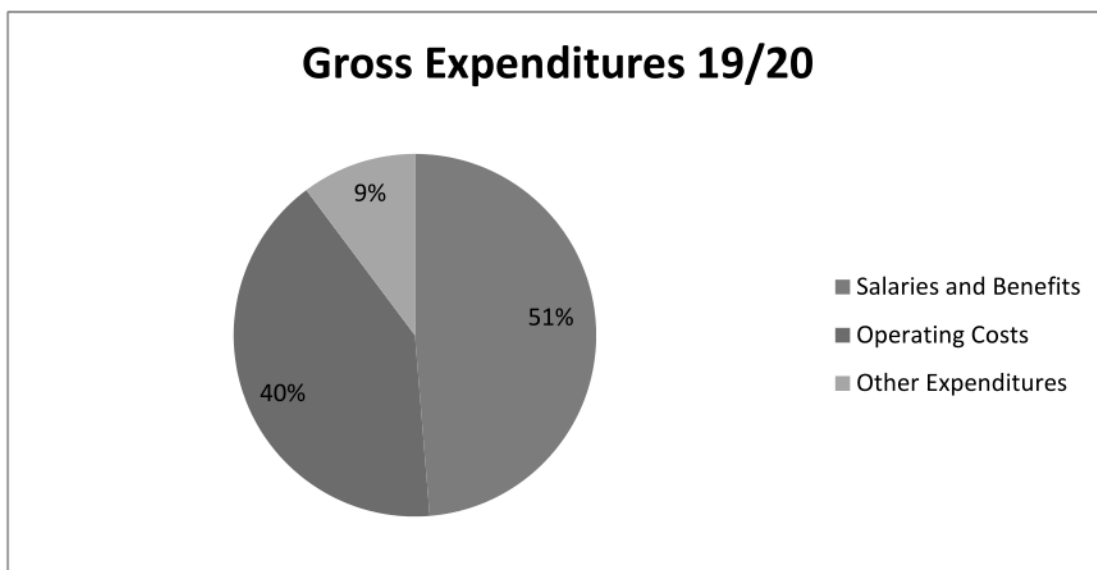
Reductions/Increases for 2020/21 and 2021/22

Compared to the 2019/20 budget of \$56.545M, the 2020/21 budget will decrease by \$0.165M or 0.29% to \$56.380M due to one time Benefits Chargeback Rate change from 24.8% to 25.4% for 2019/20.

Compared to the 2020/21 budget of \$56.380M, the 2021/22 budget remains the same at \$56.380M.

BC PUBLIC SERVICE AGENCY
Operations Vote (Vote 27)
Supplement to the Estimates by STOB

	2018/19 Estimates \$000	2019/20 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) \$000
Salaries and Benefits	34,347	34,624	277	0.81%
Operating Costs	26,790	26,790	0	0.00%
Government Transfers	0	0	0	0.00%
Other Expenditures	6,368	6,368	0	0.00%
Expenses Sub-Total	67,505	67,782	277	0.41%
Recoveries Internal to CRF	-9,497	-9,497	0	0.00%
Recoveries External to CRF	-1,540	-1,540	0	0.00%
Recoveries from LTD Special Account	-200	-200	0	0.00%
Recoveries Sub-Total	-11,237	-11,237	0	0.00%
Total	56,268	56,545	277	0.49%
Capital	10	10	0	0.00%



Appendix 1 – Economic Stability Mandate and Economic Stability Dividend

Economic Stability Mandate

The Economic Stability Mandate provides for the negotiation of modest general wage increases to be negotiated within a fixed fiscal envelope, providing stability throughout the public sector and protecting the Province's fiscal plan through affordable collective agreements.

A five-year agreement with the BCGEU was ratified on December 2, 2013. BCGEU employees will receive a salary increase of 1.0% effective February 3, 2019.

Economic Stability Dividend

The Economic Stability Dividend provides for a wage increase for union members covered by agreements under the Economic Stability Mandate for collective bargaining based on economic growth. If GDP growth for the Province is higher than the Economic Forecast Council's prediction, then half of the difference is used to calculate the increase.

The BC economy grew 3.8% in 2016/17, exceeding the forecast of 2.3% by 1.50%, resulting in a 0.75% salary increase for unionized public sector employees effective February 3, 2019.

Under the terms agreed to by the BCGEU in the last round of collective bargaining, BCGEU members will receive an equivalent cents per hour increase based on the average member salary. This results in a \$0.2392 per hour increase for BCGEU members for the 2016 GDP results.

Schedule A Employees

The BCGEU Economic Stability Mandate and Economic Stability Dividend also apply to Schedule A employees. The Agency has 221 Schedule A employees, 195 of whom are paid through the Operations Vote.

Resource Summary per Estimates

BC Public Service Agency				
Operations Vote				
Operating Expense (\$000's)				
Core Businesses	Budget 2018/19	2019/20	2020/21	2021/22
Business Performance	22,144	22,168	22,153	22,153
Service Operations	15,181	15,309	15,241	15,241
Talent Management	12,434	12,514	12,459	12,459
Employee Relations	4,214	4,243	4,224	4,224
Corporate Services	2,295	2,311	2,303	2,303
Total	56,268	56,545	56,380	56,380

Tab 01c Benefits Vote by Benefits Type

(in 000's)	FY20 Budget	Benefits Chargeback Allocation %
Pension Contributions & Retirement Benefits		
Provincial Pension	215,646	9.81%
Miscellaneous Statutory Items	1,075	0.05%
CPP	78,838	3.59%
Death & Retiring Allowances	15,939	0.73%
Employer Health Tax	48,160	2.19%
EI	29,182	1.33%
Pension Contributions & Retirement Benefits Total	388,840	17.69%
Employee Health Benefits		
Ext Health & Dental	68,919	3.14%
Group Life Insurance	10,402	0.47%
Gen Flex Credit	0	0.00%
MSP	11,648	0.53%
WCB	15,823	0.72%
EFAP	2,558	0.12%
Cold and Flu	266	0.01%
Workplace Health and Productivity Strategy	684	0.03%
Employee Health Benefits Total	110,300	5.02%
Long Term Disability		
EE Long Term Disability Benefit	43,005	1.96%
Long Term Disability Total	43,005	1.96%
Miscellaneous Benefits		
Group Aviation	61	0.00%
Severance	2,320	0.11%
Leave Liability	1,955	0.09%
Legal Services	2,100	0.10%
Miscellaneous Benefits Total	6,436	0.29%
Benefits Administration		
Benefits Administration	9,581	0.44%
Benefits Administration Total	9,581	0.44%
Internal Chargebacks Recoveries		
Internal Chargebacks Recoveries	(558,161)	-25.40%
Internal Chargebacks Recoveries Total	(558,161)	25.40%
Net	1	

* This is only an estimate of annual costs and is not representative of actual spending.

2019									2020	Adjustments				2020					
Ministry	Vote	Core Business	Sub-Sub Vote	CL	RC	SL	STOB	Proj	Budget	Budget @	Benefit	Spending	Spending	Ben Vote	Adjusted	Chg Fiscal 18	Change		
											Dec 31	Charge Rate	Plan	Plan 2	Balancing			Total	
	NBF70	NCF70 Benefits	NEF70 Pension Contribution and Retiren	100	70860	34640	52EA	7000000	349,183,000	342,102,000	354,166,000	(9,506,000)		3,101,000	347,761,000	340,680,000	(1,422,000)	(1,422,000)	
							89EA	7000000	(2,062,000)		(2,062,000)				(2,062,000)		0		
							9003	7000000	(5,019,000)		(5,019,000)				(5,019,000)		0		
			NEF71 Employer Health Tax	100	70860	34756	52EA	7000000	NULL		0		49,000,000		49,000,000	48,160,000	0	0	
							9003	7000000	NULL		0		(840,000)		(840,000)		0		
			NEF72 Employee Health Benefits	100	70860	34663	52EA	7000000	199,583,000	121,414,000	199,583,000	(9,900,000)			189,683,000	110,300,000	(9,900,000)	(11,114,000)	
							86EA	7000000	(11,800,000)		(11,800,000)	1,929,000			(9,871,000)		1,929,000		
							8922	7000000	(32,109,000)		(32,109,000)	(3,143,000)			(35,252,000)		(3,143,000)		
							89EA	7000000	(9,181,000)		(9,181,000)				(9,181,000)		0		
							9003	7000000	(25,079,000)		(25,079,000)				(25,079,000)		0		
			NEF73 Long Term Disability	100	70860	34669	81EA	7000000	39,619,000	38,719,000	39,619,000	4,386,000			44,005,000	43,005,000	4,386,000	4,286,000	
							89EA	7000000	(238,000)		(238,000)	(26,000)			(264,000)		(26,000)		
							9003	7000000	(662,000)		(610,000)	(126,000)			(736,000)		(74,000)		
			NEF74 Other Benefits	100	70864	34679	52EA	7000000	3,320,000	5,341,000	3,320,000	1,095,000			4,415,000	6,436,000	1,095,000	1,095,000	
							5901	7000000	2,120,000		2,120,000				2,120,000		0		
							60EA	7000000	250,000		250,000				250,000		0		
							86EA	7000000	(100,000)		(100,000)				(100,000)		0		
							89EA	7000000	(41,000)		(38,000)	(3,000)			(41,000)		0		
							9003	7000000	(208,000)		(192,000)	(16,000)			(208,000)		0		
			NEF76 Benefits Administration	100	70835	34677	50EA	7000000	7,649,000	7,808,000	7,675,000	1,000	692,000		8,368,000	9,581,000	719,000	1,773,000	
							5298	7000000	1,897,000		1,904,000	49,000	172,000		2,125,000		228,000		
							57EA	7000000	187,000		187,000				187,000		0		
							60EA	7000000	846,000		846,000	145,000			991,000		145,000		
							63EA	7000000	55,000		55,000	831,000			886,000		831,000		
							65EA	7000000	240,000		240,000				240,000		0		
							80EA	7000000	350,000		350,000				350,000		0		
							85EA	7000000	22,000		22,000	179,000			201,000		179,000		
							86EA	7000000	(2,700,000)		(2,700,000)	(329,000)			(3,029,000)		(329,000)		
							8805	7000000	(48,000)		(48,000)				(48,000)		0		
							89EA	7000000	(131,000)		(131,000)				(131,000)		0		
							9003	7000000	(559,000)		(559,000)				(559,000)		0		
			NEF78 Recoveries	100	70868	34689	8805	7000000	(515,383,000)	(515,383,000)	(520,470,000)	(50,000)	13,620,000	(48,160,000)	(3,101,000)	(558,161,000)	(558,161,000)	(42,778,000)	(42,778,000)
								1,000	1,000	1,000	0	0	0	0	1,000	1,000	(48,160,000)	(48,160,000)	

Ministry	Vote	Core Business	Sub-Sub Vote	CL
	NBF70	Benefits	NEF70 Pension Contribution and Retirement Benefits	100
			NEF71 Employer Health Tax	100
			NEF72 Employee Health Benefits	100
			NEF73 Long Term Disability	100
			NEF74 Other Benefits	100
			NEF76 Benefits Administration	100
			NEF78 Recoveries	100

				2019		2020	
RC	SL	STOB	Proj	Budget		Budget @ Dec 31	Benefit Charge Rate
70860	34640	52EA	7000000	349,183,000	342,102,000	354,166,000	
		89EA	7000000	(2,062,000)		(2,062,000)	
		9003	7000000	(5,019,000)		(5,019,000)	
70860	34756	52EA	7000000	NULL		0	
		9003	7000000	NULL		0	
70860	34663	52EA	7000000	199,583,000	121,414,000	199,583,000	
		86EA	7000000	(11,800,000)		(11,800,000)	
		8922	7000000	(32,109,000)		(32,109,000)	
		89EA	7000000	(9,181,000)		(9,181,000)	
		9003	7000000	(25,079,000)		(25,079,000)	
70860	34669	81EA	7000000	39,619,000	38,719,000	39,619,000	
		89EA	7000000	(238,000)		(238,000)	
		9003	7000000	(662,000)		(610,000)	
70864	34679	52EA	7000000	3,320,000	5,341,000	3,320,000	
		5901	7000000	2,120,000		2,120,000	
		60EA	7000000	250,000		250,000	
		86EA	7000000	(100,000)		(100,000)	
		89EA	7000000	(41,000)		(38,000)	
		9003	7000000	(208,000)		(192,000)	
70835	34677	50EA	7000000	7,649,000	7,808,000	7,675,000	1,000
		5298	7000000	1,897,000		1,904,000	49,000
		57EA	7000000	187,000		187,000	
		60EA	7000000	846,000		846,000	
		63EA	7000000	55,000		55,000	
		65EA	7000000	240,000		240,000	
		80EA	7000000	350,000		350,000	
		85EA	7000000	22,000		22,000	
		86EA	7000000	(2,700,000)		(2,700,000)	
		8805	7000000	(48,000)		(48,000)	
		89EA	7000000	(131,000)		(131,000)	
		9003	7000000	(559,000)		(559,000)	
70868	34689	8805	7000000	(515,383,000)	(515,383,000)	(520,470,000)	(50,000)
				1,000	1,000	1,000	0

Adjustments				2020	
Spending Plan	Spending Plan 2	Vote Realignment	Ben Vote Balancing	Adjusted Total	
(9,506,000)			3,101,000	347,761,000	340,680,000
				(2,062,000)	
				(5,019,000)	
	49,000,000			49,000,000	48,160,000
	(840,000)			(840,000)	
(9,900,000)				189,683,000	110,300,000
1,929,000				(9,871,000)	
(3,143,000)				(35,252,000)	
				(9,181,000)	
				(25,079,000)	
4,386,000				44,005,000	43,005,000
(26,000)				(264,000)	
(126,000)				(736,000)	
1,095,000				4,415,000	6,436,000
				2,120,000	
				250,000	
				(100,000)	
(3,000)				(41,000)	
(16,000)				(208,000)	
692,000				8,368,000	9,581,000
172,000				2,125,000	
				187,000	
145,000				991,000	
831,000				886,000	
				240,000	
				350,000	
179,000				201,000	
(329,000)				(3,029,000)	
				(48,000)	
				(131,000)	
				(559,000)	
13,620,000	(48,160,000)		(3,101,000)	(558,161,000)	(558,161,000)
0	0	0	0	1,000	1,000

Chg Fiscal 18	
to Fiscal 19	Change
(1,422,000)	(1,422,000)
0	
0	
0	0
0	
(9,900,000)	(11,114,000)
1,929,000	
(3,143,000)	
0	
0	
4,386,000	4,286,000
(26,000)	
(74,000)	
1,095,000	1,095,000
0	
0	
0	
0	
0	
719,000	1,773,000
228,000	
0	
145,000	
831,000	
0	
0	
179,000	
(329,000)	
0	
0	
0	
(42,778,000)	(42,778,000)
(48,160,000)	(48,160,000)

Tab 01c Extra Employee Benefits chargeback

(in 000's)	FY19/20 Net Budget	Benefits % by Expense Type	Benefits Chargeback Allocation %
Pension Contributions & Retirement Benefits			
Provincial Pension	215,646	38.64%	9.81%
Miscellaneous Statutory Items	1,075	0.19%	0.05%
CPP	78,838	14.12%	3.59%
Death & Retiring Allowances	15,939	2.86%	0.73%
Employer Health Tax	48,160	8.63%	2.19%
EI	29,182	5.23%	1.33%
Pension Contributions & Retirement Benefits Total	388,840	69.66%	17.69%
Employee Health Benefits			
Ext Health & Dental	68,919	12.35%	3.14%
Group Life Insurance	10,402	1.86%	0.47%
Gen Flex Credit	0	0.00%	0.00%
MSP	11,648	2.09%	0.53%
WCB	15,823	2.83%	0.72%
EFAP	2,558	0.46%	0.12%
Cold and Flu	266	0.05%	0.01%
Workplace Health and Productivity Strategy	684	0.12%	0.03%
Employee Health Benefits Total	110,300	19.76%	5.02%
Long Term Disability			
EE Long Term Disability Benefit	43,005	7.70%	1.96%
Long Term Disability Total	43,005	7.70%	1.96%
Miscellaneous Benefits			
Group Aviation	61	0.01%	0.00%
Severance	2,320	0.42%	0.11%
Leave Liability	1,955	0.35%	0.09%
Legal Services	2,100	0.38%	0.10%
Miscellaneous Benefits Total	6,436	1.15%	0.29%
Benefits Administration			
Benefits Administration	9,581	1.72%	0.44%
Benefits Administration Total	9,581	1.72%	0.44%
Internal Chargebacks Recoveries			
Internal Chargebacks Recoveries	(558,161)	-100.00%	-25.40%
Internal Chargebacks Recoveries Total	(558,161)	-100.00%	25.40%
Net	1		

* This is only an estimate of annual costs and is not representative of actual spending.

Resource Summary per Estimates

BC Public Service Agency				
Benefits and Other Employment Costs Vote				
Operating Expense (\$000's)				
Core Businesses	Budget 2018/19	2019/20	2020/21	2021/22
Pension Contributions & Retirement Benefits	342,102	340,680	328,086	328,458
Employer Health Tax	-	48,160	48,160	48,160
Employee Health Benefits	121,414	110,300	110,300	110,300
Long Term Disability	38,719	43,005	43,005	43,005
Other Benefits	5,341	6,436	6,436	6,436
Benefits Administration	7,808	9,581	9,531	9,531
Recoveries	(515,383)	(558,161)	(545,517)	(545,889)
Total	1	1	1	1

**BC PUBLIC SERVICE AGENCY
Benefits and Other Employment Costs (Vote 28)
IMPLICATIONS OF 2019/20 FUNDING**

The 2019/20 net budget for the Benefits Vote (Vote 28) increased by \$42.778M or 8.30% to \$558.209M compared to the 2018/19 budget of \$515.431M (see Resource Summary per Estimates).

The 2019/20 gross budget for the Benefits Vote (Vote 28) increased by \$46.861M or 7.93% to \$637.581M compared to the 2018/19 budget of \$590.720M (see Supplement to the Estimates by STOB below).

Highlights of changes include:

- \$1.422M decrease in pension contributions and retirement benefits due to higher TBS adjustment in Budget 2018 more than requested.
- \$11.114M decrease in Employee Health Benefits mainly due to the reduction of MSP.
- \$4.286M increase in Long Term Disability costs as the contribution rate for the Province increased from 1.95% to 1.99% along with higher salary base.
- \$1.095M increase in Other Benefits costs due to LTD ERIP for BCGEU employees.
- \$1.773M increase in Benefits Administration costs due to TBS lift for increase in program costs, Benefit Chargeback Rate adjustment and increases for the Economic Stability Mandate, Economic Stability Dividend.
- \$48.160M new sub vote for Employer Health Tax.
- \$42.778M increase in internal recoveries from the benefits chargeback rate, due to requirement to balance to budgeted expenditures.

CRF Capital Budget

Compared to the 2018/19 budget, there is no change to the capital budget in 2019/20. There is no capital budget for the Benefits Vote.

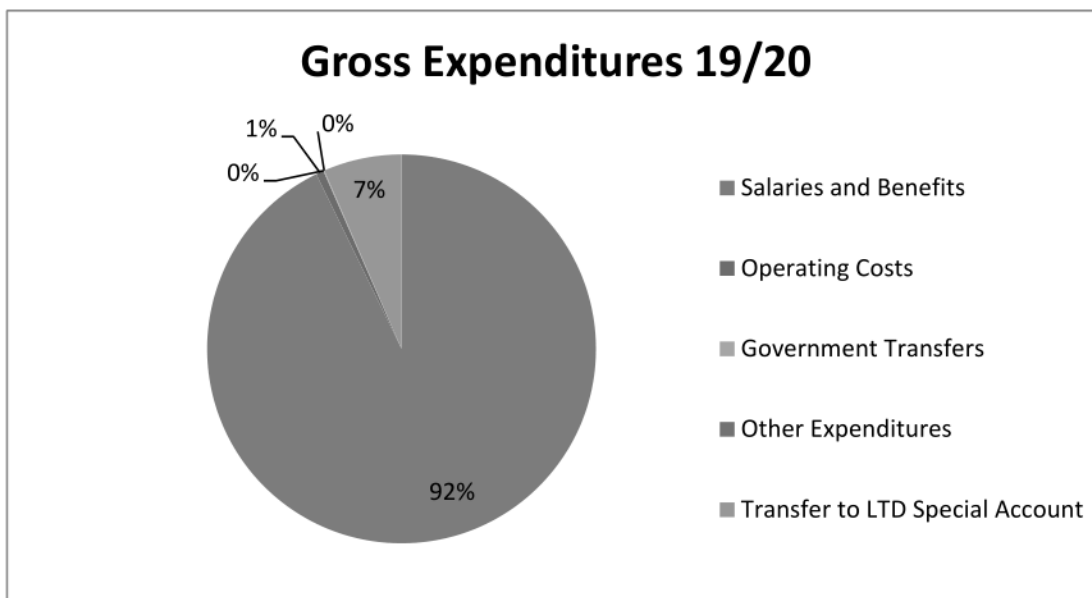
Reductions/Increases for 2020/21 and 2021/22

In terms of net expenditures, the 2020/21 budget for the Benefits Vote (Vote 28) will decrease by \$12.644M or 2.27%, to \$545.565M, compared to the 2019/20 budget of \$555.209M and the 2021/22 budget will decrease by \$12.272M or 2.20%, to \$545.937M, compared to the 2019/20 budget of \$555.209M largely due to the elimination of MSP premiums effective January 1, 2020.

In terms of gross expenditures, the 2020/21 budget for the Benefits Vote (Vote 28) will decrease by \$12.644M or 1.98%, to \$624.937M, compared to the 2019/20 budget of \$637.581M and the 2021/22 budget will decrease by \$12.272M or 1.92%, to \$625.309M, compared to the 2019/20 budget of \$637.581M largely due to the elimination of MSP premiums effective January 1, 2020.

BC PUBLIC SERVICE AGENCY
Benefits and Other Employment Costs (Vote 28)
Supplement to the Estimates by STOB

	2018/19 Estimates \$000	2019/20 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) %
Salaries and Benefits	561,632	601,352	39,720	7.07%
Operating Costs	3,698	4,674	976	26.39%
Government Transfers	350	350	0	0.00%
Other Expenditures	22	201	179	813.64%
Expenses Sub-Total	565,702	606,577	40,875	7.23%
Transfer to LTD Special Account	39,619	44,005	4,386	11.07%
Recoveries from LTD Special Account	-14,600	-13,000	1,600	-10.96%
Special Account Transfer Sub-Total	25,019	31,005	5,986	23.93%
Recoveries Internal to CRF	-515,431	-558,209	-42,778	8.30%
Recoveries External to CRF	-75,289	-79,372	-4,083	5.42%
Recoveries Sub-Total	-590,720	-637,581	-46,861	7.93%
Total	1	1	0	0.00%
Capital	0	0	0	0.00%



Appendix 1 – Employee Benefits Chargeback Rate

The Benefits Vote provides for the costs of employee benefits for the public service. In addition to the direct benefit plan costs there is an administrative component consisting of the costs of managing and administering the benefit plans on behalf of government.

The Vote is fully recoverable through a chargeback to all ministries, plus recoveries from a number of external entities participating in the benefits plans (e.g. Royal BC Museum, Pension Corporation of BC). The 2019/20 employee benefits chargeback rate will increase 0.60%, to 25.4% from 24.8% in 2018/19.

The chargeback rate is a function of the estimated benefits costs for a year in relationship to the salary base for government. The basic process is:

1. Agency gathers data on the estimated costs for provided benefits, including statutory rate/salary driven benefits (e.g. provincial pension, CPP, EI) usage driven benefits (e.g. extended health, dental, WorkSafe BC, Medical Services Plan) and other benefits (e.g. group aviation insurance, legal services).
2. Treasury Board Staff compiles information regarding estimated salary budgets for ministries and agencies receiving benefits.
3. Finally, Treasury Board Staff calculates the chargeback rate for the coming fiscal year by dividing the estimated total costs into the estimated salaries.

Example:

Estimated benefits cost	\$400,000,000 (divided by)
Estimated salary base	\$1,680,000,000 (equals)
Employee benefits chargeback rate	24%

4. The chargeback rate is applied automatically to public service salaries via the PeopleSoft payroll system, with charges and recoveries flowing through an interface to the general ledgers of the ministries and Agency respectively.

Appendix 2 – Economic Stability Mandate and Economic Stability Dividend

Economic Stability Mandate

The Economic Stability Mandate provides for the negotiation of modest general wage increases to be negotiated within a fixed fiscal envelope, providing stability throughout the public sector and protecting the Province's fiscal plan through affordable collective agreements.

A five-year agreement with the BCGEU was ratified on December 2, 2013. BCGEU employees will receive a salary increase of 1.0% effective February 3, 2019.

Economic Stability Dividend

The Economic Stability Dividend provides for a wage increase for union members covered by agreements under the Economic Stability Mandate for collective bargaining based on economic growth. If GDP growth for the Province is higher than the Economic Forecast Council's prediction, then half of the difference is used to calculate the increase.

The BC economy grew 3.8% in 2016/17, exceeding the forecast of 2.3% by 1.50%, resulting in a 0.75% salary increase for unionized public sector employees effective February 3, 2019.

Under the terms agreed to by the BCGEU in the last round of collective bargaining, BCGEU members will receive an equivalent cents per hour increase based on the average member salary. This results in a \$0.2392 per hour increase for BCGEU members for the 2016 GDP results.

Schedule A Employees

The BCGEU Economic Stability Mandate and Economic Stability Dividend also apply to Schedule A employees. The Agency has 221 Schedule A employees, 26 of whom are paid through the Benefits Vote.

**BC PUBLIC SERVICE AGENCY
LTD Fund Special Account
IMPLICATIONS OF 2019/20 FUNDING**

Compared to the 2018/19 budget of \$27.131M, the 2019/20 budget for the LTD Fund Special Account decreased by \$2.347M or 8.65% to \$24.784M (see Resource Summary per Estimates).

Highlights of changes include:

- Increase of \$4.700M in Benefit Costs for \$2.700M increase in claims costs and \$2.00M for claims administration costs moved from STOB 81.
- Decrease of \$1.600M in Transfer between Vote & Special Account for \$2.000M claims administration costs moved to benefits (STOB 52EA) and \$0.400M increase in program administration costs.
- Decrease of \$1.061M in Other Expenses and recoveries for \$0.300M increase for an additional contract, and \$1.361M increase in recoveries due to increased premium rates for external entities.
- Increase of \$4.386M in Transfer from Ministry Operations Vote for increase in provincial government's LTD premiums due to higher salary base and increased premium rate.

CRF Capital Budget

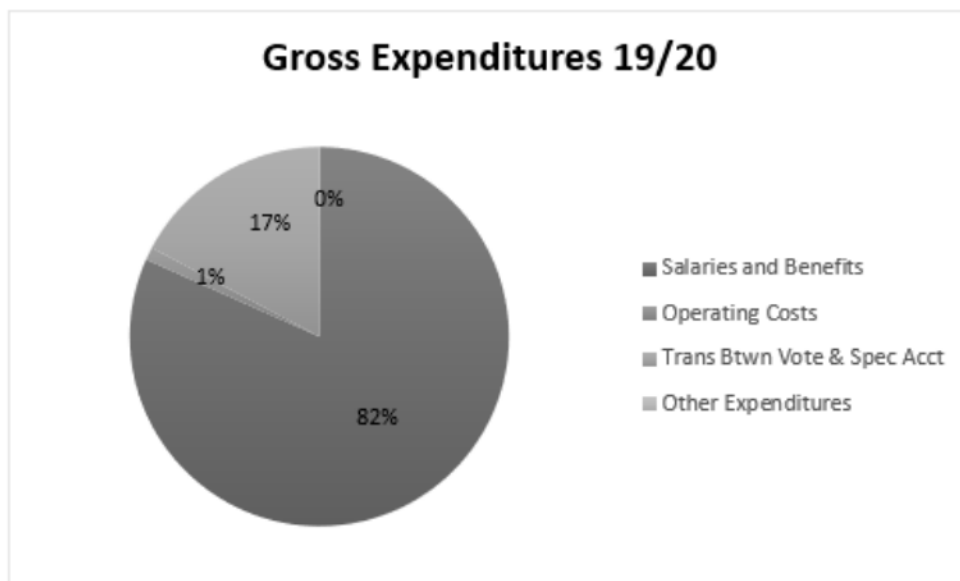
Compared to the 2018/19 restated budget, there is no change to the capital budget in 2019/20. There is no capital budget for the LTD Fund Special Account.

Reductions/Increases for 2020/21 and 2021/22

Compared to the 2019/20 budget of \$24.784M, the 2020/21 and 2021/22 budgets remain the same at \$24.784M.

BC PUBLIC SERVICE AGENCY
LTD Fund Special Account
Supplement to the Estimates by STOB

	2018/19 Estimates \$000	2019/20 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) \$000
Salaries and Benefits	58,000	62,700	4,700	8.10%
Operating Costs	540	840	300	55.56%
Trans Btwn Vote & Special Account	14,800	13,200	-1,600	-10.81%
Other Expenditures	35	35	0	0.00%
Expenses Sub-Total	73,375	76,775	3,400	4.63%
Recoveries Internal to CRF	-120	-247	-127	105.83%
Recoveries External to CRF	-6,505	-7,739	-1,234	18.97%
Transfer from Ministry Operations Vote	-39,619	-44,005	-4,386	11.07%
Recoveries Sub-Total	-46,244	-51,991	-5,747	20.54%
Total	27,131	24,784	-2,347	-8.65%
Capital	0	0	0	0.00%



Long Term Disability Plan Special Account

Questions and Answers

1) What is the LTD Plan?

The LTD Plan provides members with income continuation in the event that an eligible employee becomes totally disabled due to illness or injury for a period of time greater than six months. The Plan also pays for services and costs associated in supporting individuals returning to work from LTD claims.

2) Why is the LTD Plan now a special account?

Budget 2016 included legislation that enabled the transition from a Trust to a special account. This change was made to provide stability to the Plan, increase transparency, reduce taxpayer-supported debt, and administration costs. The change in structure was effective April 1, 2017.

s.13; s.17

4) How did this change impact beneficiaries?

Not at all. Benefits under the Plan did not change.

5) Did this change impact participating employers?

No. Participating employer contributions and interest income continue to fund the LTD Plan. The LTD Plan is funded through contributions from participating employers as well as investment income earned on the contributions received by the Plan, less costs of providing benefits, services and administration of the Plan.

6) How are contribution rates established?

Contribution rates are determined through actuarial valuation of the LTD Plan. Actuarial valuations of the LTD Plan Special Account are conducted twice a year, March 31 and September 30. There are no changes to the method of calculating contribution rates as a result of the governance change.

7) How is interest income earned?

Interest is credited to the special account based on its opening spending authority balance. The initial rate was set at 6%, consistent with long standing earnings expectations. Moving to a set interest rate instead of relying on fluctuating investment returns provides participating employers with greater certainty in relation to their annual LTD costs.

8) How is the LTD Plan governed?

The LTD Plan is governed by the Deputy Minister, BC Public Service Agency and supported by Disability Benefits Administration Branch and the Financial Management Office of the Agency.

9) Who administers the LTD Plan? Will there be any changes to these roles?

The BC Public Service Agency is responsible for administering the LTD Plan. Great-West Life is under contract to adjudicate LTD claims and manage claimants who are eligible for benefits.

10) What is the reporting for the LTD Plan?

The BC Public Service Agency produces a Long Term Disability Annual Report for participating employers.

11) What is the value of the LTD Plan investments?

As of March 31, 2018, the investments were valued at \$660.96M.

12) Who participates in the LTD Plan? How many employees are covered by the LTD Plan?

The LTD Plan consists of government reporting entities such as ministries, offices of the legislature, Liquor Distribution Branch and various crown corporations, agencies, boards and commissions. There are currently 17 outside organizations who have all signed participation agreements with the Province. As of March 31, 2018, there were approximately 33,643 employees covered by the LTD Plan.

13) How many employees are currently receiving LTD benefits?

As of March 31, 2018, there were 1,911 employees on LTD.

14) What happens to LTD Plan surplus or deficit?

Surpluses are reinvested in the LTD Plan, protecting the benefits for members. Any deficit position of a participating employer is eliminated through an increase in the employer's contribution rate over the next 5 years.

15) Who owns the surplus or deficit of the LTD Plan?

Under the terms of participation agreements with the Plan, two employers own their surplus or deficit positions in the Plan – Liquor Distribution Branch and BC Ferry Services. All other surplus and deficit positions are the responsibility of government.

Resource Summary per Estimates

BC Public Service Agency				
Long Term Disability Fund Special Account				
Operating Expense (\$000's)				
Core Businesses	Budget 2018/19	2019/20	2020/21	2020/21
LTD Fund Special Account	27,131	24,784	24,784	24,784
Total	27,131	24,784	24,784	24,784

MINISTRY OF FINANCE

VOTE DESCRIPTIONS

(\$000)

Estimates
2018/19Estimates
2019/20

VOTE 27 — BC PUBLIC SERVICE AGENCY

This vote provides for the programs, operations, and other activities described in the voted appropriations under the following core business: BC Public Service Agency.

BC PUBLIC SERVICE AGENCY

Voted Appropriations

Business Performance.....	22,144	22,168
Service Operations.....	15,181	15,309
Talent Management.....	12,434	12,514
Employee Relations.....	4,214	4,243
Corporate Services.....	2,295	2,311
	<u>56,268</u>	<u>56,545</u>

Voted Appropriations Description: This sub-vote provides for the BC Public Service Agency programs and operations, including a full range of human resource services to assist clients in meeting their business goals, including consulting, compensation and classification, payroll, learning services, performance management, development, diversity, inclusiveness, recognition and engagement programs, succession management, hiring, and other human resource related programs. This sub-vote also provides for a full range of labour relations and employment services, including negotiation and administration of collective agreements, severance, and labour relations advice and dispute resolution. This sub-vote also provides for the executive direction of the BC Public Service Agency, including management services for the Benefits and Other Employment Costs Vote, along with administrative support services, policy and program development, financial services, communications, corporate human resource application management, strategic planning, and information systems. Costs may be recovered from special accounts, ministries, Crown agencies, boards and commissions, and other parties both internal and external to government for activities described within this sub-vote.

VOTE 27 — BC PUBLIC SERVICE AGENCY

56,268

56,545

MINISTRY OF FINANCE

VOTE DESCRIPTIONS

(\$000)

Estimates
2018/19Estimates
2019/20

VOTE 28 — BENEFITS AND OTHER EMPLOYMENT COSTS

This vote provides for the programs, operations, and other activities described in the voted appropriations under the following core business: Benefits and Other Employment Costs.

BENEFITS AND OTHER EMPLOYMENT COSTS

Voted Appropriations

Pension Contribution and Retirement Benefits.....	342,102	340,680
Employer Health Tax.....	—	48,160
Employee Health Benefits.....	121,414	110,300
Long Term Disability.....	38,719	43,005
Other Benefits.....	5,341	6,436
Benefits Administration.....	7,808	9,581
Recoveries.....	(515,383)	(558,161)
	<u>1</u>	<u>1</u>

Voted Appropriations Description: This sub-vote provides for services and payment of costs related to employment-related benefits, including pension, retirement, employer contributions to Canada Pension Plan and Employment Insurance, employee health benefits, workforce adjustment services and severance costs, and related policy, program development, and administration for these business lines. This sub-vote also provides for the payment of the employer health tax. This sub-vote also provides for the delivery of Disability Management and Workplace Health and Safety Programs and the management of the Provincial Employees Community Services Fund. Costs may be recovered from special accounts, ministries, Crown agencies, boards and commissions, and other parties both internal and external to government for activities described within this sub-vote.

VOTE 28 — BENEFITS AND OTHER EMPLOYMENT COSTS

1

1

MINISTRY OF FINANCE

SPECIAL ACCOUNTS¹

(\$000)

	Estimates 2018/19	Estimates 2019/20
LONG TERM DISABILITY FUND SPECIAL ACCOUNT		
This account was established under the <i>Public Service Benefit Plan Act</i> effective April 1, 2017, for the purpose of continuing the operations of the Long Term Disability Plan. Revenues and recoveries include premiums paid into the special account by participating employers and interest amounts credited to the special account balance as prescribed by regulation. Expenses of the special account include benefit payments, expenses relating to changes in the actuarial estimate of plan liabilities, and plan administrative costs.		
SPENDING AUTHORITY AVAILABLE AT THE BEGINNING OF THE FISCAL YEAR ²	660,960	673,487
OPERATING TRANSACTIONS		
Revenue.....	38,170	39,658
Expense.....	(73,375)	(76,775)
Internal and External Recoveries.....	6,625	7,986
Transfer from Ministry Operations Vote.....	39,619	44,005
Net Revenue (Expense).....	11,039	14,874
Difference Between 2018/19 Estimates and Projected Actual Net Revenue (Expense).....	1,488	
FINANCING TRANSACTIONS		
Receipts.....	—	—
Disbursements.....	—	—
Capital Expenditures.....	—	—
Net Cash Source (Requirement).....	—	—
PROJECTED SPENDING AUTHORITY AVAILABLE AT THE END OF THE FISCAL YEAR ²	673,487	688,361

NOTES

¹ A Special Account is an account in the General Fund where the authorization to spend money from the account is located in an Act other than the *Supply Act*.

² The Spending Authority Available at the Beginning of the Fiscal Year 2018/19 is based on the 2017/18 *Public Accounts*. The Projected Spending Authority Available at the End of the Fiscal Year represents the cash and temporary investments projected to be available at the end of each fiscal year.

MINISTRY OF FINANCE
(\$000)

VOTE 27 BC Public Service Agency

Description	Total 2018/19 Operating Expenses	50	51	52	54	Total Salaries and Benefits	55	57	59	60	63	65	67	68	69
BC Public Service Agency	56,268	27,441	213	6,970	—	34,624	—	980	186	1,578	20,217	2,461	780	—	—
Business Performance	22,144	2,465	10	626	—	3,101	—	76	55	30	19,719	109	—	—	—
Service Operations	15,181	11,203	120	2,846	—	14,169	—	164	—	29	108	389	780	—	—
Talent Management	12,434	9,226	74	2,343	—	11,643	—	473	—	1,461	211	1,679	—	—	—
Employee Relations	4,214	3,106	1	789	—	3,896	—	255	125	—	43	124	—	—	—
Corporate Services	2,295	1,441	8	366	—	1,815	—	12	6	58	136	160	—	—	—
Total	56,268	27,441	213	6,970	—	34,624	—	980	186	1,578	20,217	2,461	780	—	—

VOTE 28 Benefits and Other Employment Costs

Description	Total 2018/19 Operating Expenses	50	51	52	54	Total Salaries and Benefits	55	57	59	60	63	65	67	68	69
Benefits and Other Employment Costs	1	8,368	—	592,984	—	601,352	—	187	2,120	1,241	886	240	—	—	—
Pension Contribution and Retirement Benefits	342,102	—	—	347,761	—	347,761	—	—	—	—	—	—	—	—	—
Employer Health Tax	—	—	—	49,000	—	49,000	—	—	—	—	—	—	—	—	—
Employee Health Benefits	121,414	—	—	189,683	—	189,683	—	—	—	—	—	—	—	—	—
Long Term Disability	38,719	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Other Benefits	5,341	—	—	4,415	—	4,415	—	—	2,120	250	—	—	—	—	—
Benefits Administration	7,808	8,368	—	2,125	—	10,493	—	187	—	991	886	240	—	—	—
Recoveries	(515,383)	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total	1	8,368	—	592,984	—	601,352	—	187	2,120	1,241	886	240	—	—	—

Statutory Appropriations

Description	Total 2018/19 Operating Expenses	50	51	52	54	Total Salaries and Benefits	55	57	59	60	63	65	67	68	69
Long Term Disability Fund special account Provincial	66,750	—	—	62,700	—	62,700	—	—	—	840	—	—	—	—	—
Total					—		—						—	—	—

70	72	73	75	Total Operating Costs	77	79	80	Total Govt Transfers	81	83	85	Total Other Expenses	86	88	Total Internal Recoveries	89	90	Total External Recoveries	Total 2019/20 Operating Expenses
—	—	495	93	26,790	—	—	—	—	—	—	6,368	6,368	(200)	(9,497)	(9,697)	(628)	(912)	(1,540)	56,545
—	—	493	10	20,492	—	—	—	—	—	—	14	14	—	(20)	(20)	(603)	(816)	(1,419)	22,168
—	—	—	—	1,470	—	—	—	—	—	—	45	45	—	(325)	(325)	(25)	(25)	(50)	15,309
—	—	—	83	3,907	—	—	—	—	—	—	6,178	6,178	—	(9,149)	(9,149)	—	(65)	(65)	12,514
—	—	—	—	547	—	—	—	—	—	—	9	9	(200)	(3)	(203)	—	(6)	(6)	4,243
—	—	2	—	374	—	—	—	—	—	—	122	122	—	—	—	—	—	—	2,311
—	—	495	93	26,790	—	—	—	—	—	—	6,368	6,368	(200)	(9,497)	(9,697)	(628)	(912)	(1,540)	56,545

70	72	73	75	Total Operating Costs	77	79	80	Total Govt Transfers	81	83	85	Total Other Expenses	86	88	Total Internal Recoveries	89	90	Total External Recoveries	Total 2019/20 Operating Expenses
—	—	—	—	4,674	—	—	350	350	44,005	—	201	44,206	(13,000)	(558,209)	(571,209)	(11,679)	(67,693)	(79,372)	1
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(2,062)	(5,019)	(7,081)	340,680
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(840)	(840)	48,160
—	—	—	—	—	—	—	—	—	—	—	—	—	(9,871)	—	(9,871)	(9,181)	(60,331)	(69,512)	110,300
—	—	—	—	—	—	—	—	—	44,005	—	—	44,005	—	—	—	(264)	(736)	(1,000)	43,005
—	—	—	—	2,370	—	—	—	—	—	—	—	—	(100)	—	(100)	(41)	(208)	(249)	6,436
—	—	—	—	2,304	—	—	350	350	—	—	201	201	(3,029)	(48)	(3,077)	(131)	(559)	(690)	9,581
—	—	—	—	—	—	—	—	—	—	—	—	—	—	(558,161)	(558,161)	—	—	—	(558,161)
—	—	—	—	4,674	—	—	350	350	44,005	—	201	44,206	(13,000)	(558,209)	(571,209)	(11,679)	(67,693)	(79,372)	1

70	72	73	75	Total Operating Costs	77	79	80	Total Govt Transfers	81	83	85	Total Other Expenses	86	88	Total Internal Recoveries	89	90	Total External Recoveries	Total 2019/20 Operating Expenses
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	840	—	—	—	—	13,200	—	35	13,235	—	(247)	(247)	(799)	(6,940)	(7,739)	68,789
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

BC Public Service Agency
as at
March 31, 2018

FTE BURN SUMMARY	
Core Businesses	YTD AVG BURN
Business Performance	49
Hiring and Service Operations	211
Talent Management	81
Policy, Innovation & Engagement	44
Employee Relations	56
Workplace Health	70
Executive & Support Services	27
Total	538.6

Operations Vote Estimates Budget
22,168,000
15,309,000
12,514,000
0
4,243,000
0
2,311,000
56,545,000

Comments

(for Estimates purposes a portion of PIE is included. FY19 was \$1,159,632 - Jan End)

(\$1,159,632 included in Talent Management Estimates of \$12,514,000)

(\$6,344,335 included in Benefits Administration Estimates of \$9,581,000)

Wording for Div Overviews - transition binder - has to match Estimates level

Business Performance Division

Operations Vote Budget: \$22,168,000

FTEs: 49

Service Operations Division

Operations Vote Budget: \$15,309,000

FTEs: 211

Talent Management Division

Operations Vote Budget: \$12,514,000 (includes part of Policy, Innovation and Engagement of \$1,159,632 FY19 - Jan End)

Benefits Vote Budget: (For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote)

FTEs: 81

Employee Relations Division

Operations Vote Budget: \$4,243,000

Benefits Vote Budget: (For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote)

FTEs: 56 (47 + 9)

Executive & Support Services Division

Operations Vote Budget: \$2,311,000

Benefits Vote Budget: (For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote)
FTEs: 27 (19 + 8)

Policy, Innovation and Engagement Division

Operations Vote Budget: (for the purposes of the Estimates, the budget is combined with Talent Management Division 81 FTE's)
Benefits Vote Budget: (For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote)
FTEs: 44 (41 + 3)

Workplace Health

Benefits Vote Budget: (For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote)
FTEs: 70

BC Public Service Agency
as of
Feb 28, 2019

FTE BURN SUMMARY

Core Businesses	YTD AVG BURN	Operations Vote Estimated Budget	
Business Performance	49	22,168,000	
Hiring and Service Operations	211	15,309,000	
Talent Management	81	12,514,000	
Policy, Innovation & Engagement	44	0	(\$1,159,632 included in Talent Management Estimates of \$12,514,000)
Employee Relations	56	4,243,000	
Workplace Health	70	0	(\$6,344,335 included in Benefits Administration Estimates of \$9,581,000)
Executive & Support Services	27	2,311,000	
Total	538.6	56,545,000	

Wording for Div Overviews - transition binder - has to match Estimates level

Business Performance Division
Operations Vote Budget: \$22,168,000
FTEs: 49

Service Operations Division
Operations Vote Budget: \$15,309,000
FTEs: 210

Talent Management Division
Operations Vote Budget: \$12,514,000
FTEs: 81

Policy, Innovation & Engagement
Operations Vote Budget: \$1,159,632
FTEs: 41

Employee Relations Division
Operations Vote Budget: \$4,243,000
FTEs: 47

Executive & Support Services Division
Operations Vote Budget: \$2,311,000
FTEs: 19

BENEFITS Vote

Benefits Administration
Benefits Vote Budget: \$8,835,587
FTEs: 89

Policy, Innovation & Engagement
Benefits Vote Budget: \$275,194
FTEs: 3

Employee Relations Division
Benefits Vote Budget: \$824,868
FTEs: 9

Workplace Health Division
Benefits Vote Budget: \$6,344,335
FTEs: 69

Executive & Support Services Division
Benefits Vote Budget: \$1,391,190
FTEs: 8

ISSUE: CORPORATE SUCCESSION MANAGEMENT 2019

KEY FACTS REGARDING THE ISSUE:

The average age of a BC Public Service employee is over 43 years old. This is down from 45.9 in 2018.

There are sections of the workforce that are notably older, with even smaller cohorts of employees under the age of 30 such as roles in the Digital IM/IT Corporate Key Work Stream.

Approximately 9 full-time Public Service Agency (PSA) employees have been committed to corporate succession management, with other PSA staff members involved in talent management and HR services. Additional support is provided by Ministry Strategic Human Resources teams.

EXECUTIVE AND SUPPORT SERVICES

Deputy Minister Responsible: Okenge Yuma Morisho

Core Business/ Program Area Description/Critical Business Processes:

The BC Public Service Agency is accountable to the Minister of Finance to provide cost effective HR services to our customers and clients in the BC Public Service. The Agency is also the provincial government's bargaining agent, responsible for negotiating the public service collective agreements. In addition, the BC Public Service Agency is called upon to play a central role in delivering the programs and initiatives necessary to achieve the Corporate Plan goals.

The Agency has seven core business areas that contribute to developing an innovative and responsive public service, whose employees are motivated and supported to reach their highest potential. The core businesses include: Hiring and Service Operations; Talent Management; Employee Relations and Workplace Health; Policy, Innovation and Engagement; Business Performance; and, Executive and Support Services.

Operations Vote Budget: \$2,311,000

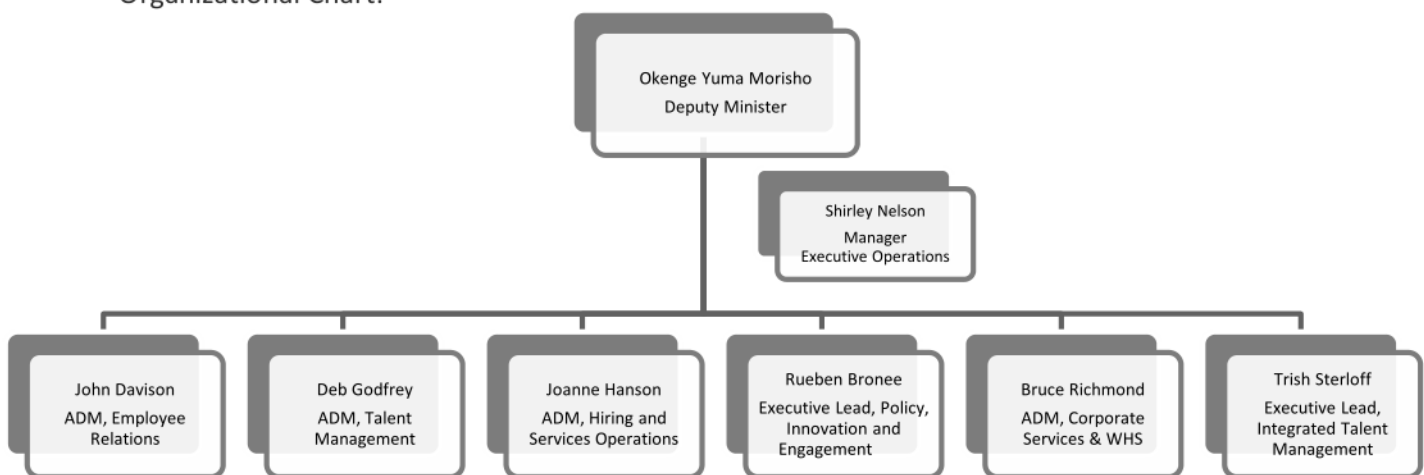
Benefits Vote Budget: For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote

Full Time Equivalents (FTEs): 27

Related Legislation:

- *Public Service Act*
- *Public Service Benefit Plan Act*
- *Public Service Labour Relations Act*

Organizational Chart:



CORPORATE SERVICES AND WORKPLACE HEALTH AND SAFETY PROGRAMS DIVISION

ADM Responsible: Bruce Richmond

Core Business/ Program Area Description/ Critical Business Processes:

Corporate Services and Workplace Health and Safety Programs is comprised of three main business units: Business Performance, the Financial Management Office and Workplace Health and Safety Programs

Business Performance

A major focus of the Business Performance Division is to manage the government's alternate service delivery contract for payroll operations and all human resource technology delivery for government, in partnership with TELUS Sourcing Solutions Inc.

In addition, the division is charged with the responsibility for facilities management for the twelve agency locations, freedom of information, information privacy, emergency preparedness, strategic planning, project management, performance measurement, reporting and business intelligence activities.

Budget: \$22,168,000

Full Time Equivalents (FTEs): 49

Financial Management Office

The Financial Management Office is the central financial team for the BC Public Service Agency, responsible for financial management strategies and the overall financial management framework, including ensuring finances are effectively managed and fiscal targets are met. Services include budgeting and forecasting, corporate activities and reporting, core financial operations, financial policy advice and contract management.

The Office is also responsible for the financial management of the government-wide Benefits Vote, the Provincial Employees Community Services Fund and delivery of the leave liability program for government.

Operations Vote Budget: For the purpose of the Estimates, the budget is combined with Corporate Services

Benefits Vote Budget: For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote

Full Time Equivalents (FTEs): 20

Workplace Health and Safety Programs

The division provides leadership for the Workplace Health and Safety Programs for government. Corporate Programming includes Early Intervention and Return to Work, medical assessments for safety sensitive work, Employee and Family Assistance Services, cold and flu prevention and substance abuse treatment.

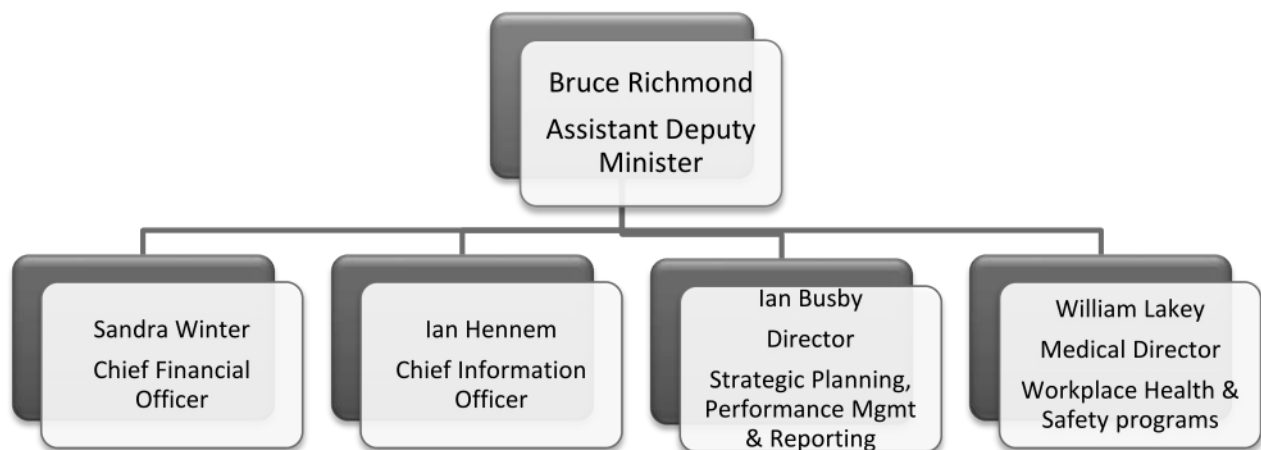
Benefits Vote Budget: For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote

Full Time Equivalents (FTEs): 70

Related Legislation:

- *Public Service Act*
- *Public Service Benefit Plan Act*
- *Public Service Labour Relations Act*

Organizational Chart:



EMPLOYEE RELATIONS DIVISION

ADM Responsible: John Davison

Core Business/ Program Area Description/Critical Business Processes:

This division provides for a full range of employee relations services, including negotiation and administration of collective agreements, human resource investigations, advice and dispute resolution. In addition, the division provides leadership for employee compensation and benefits.

Operations Vote Budget: 4,243,000

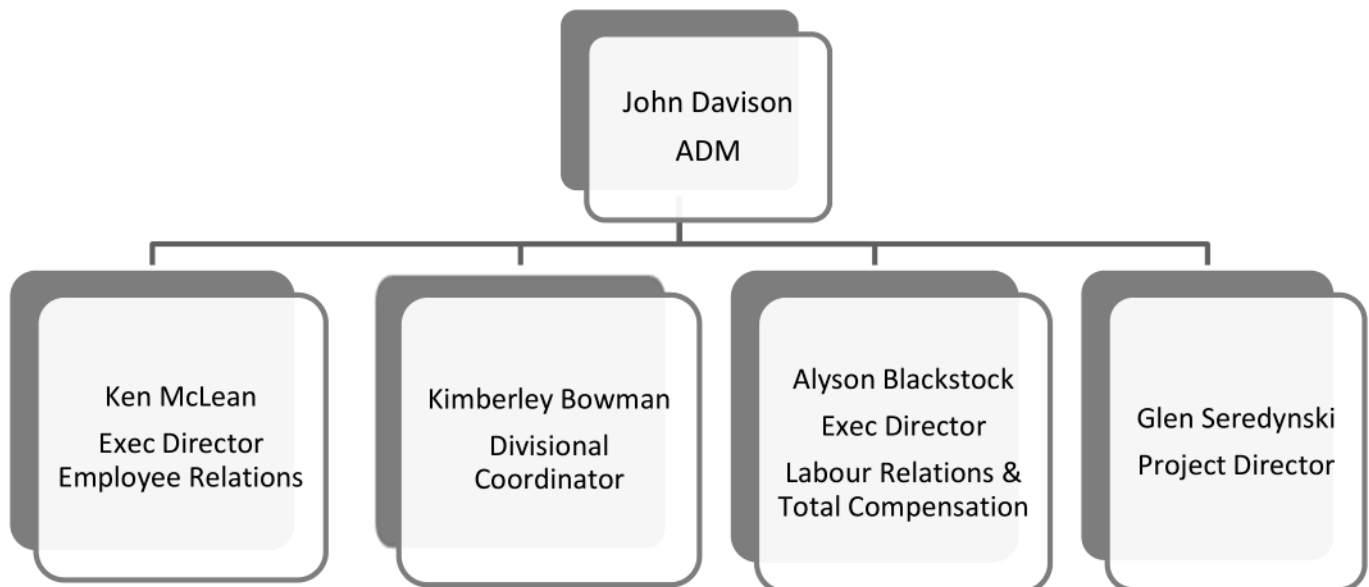
Benefits Vote Budget: For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote

Full Time Equivalents (FTEs): 56

Related Legislation:

- *Public Service Act*
- *Public Service Benefit Plan Act*
- *Public Service Labour Relations Act*

Organizational Chart:



HIRING AND SERVICE OPERATIONS

Assistant Deputy Minister Responsible: Joanne Hanson

Core Business/ Program Area Description/ Critical Business Processes:

Hiring and Service Operations (HSO) is responsible for the provision of diverse Human Resource services supporting the entire employee lifecycle across the BC Public Service through a multi-channel, technology enabled service model. The division's core business includes the delivery of a wide range of Human Resource services including payroll, benefits, personnel records, classification, labour relations advisory, corporate project initiatives, employment program initiatives, interpretation services as well as recruitment. Recruitment services are focused on leading and implementing strategies that address the shifting demands of recruitment in today's labour market, and developing and implementing new marketing and recruitment practices.

The division's mandate, which must align with the OCIO strategy for IT Infrastructure, includes governance and stewardship of 6 significant IT platforms – PeopleSoft, Time and Leave, Telephony, CRM – Customer Relationship Management, RMS – Recruitment Management Services and Web based tools and Self-Service (MyHr) the MyHR website, the contact center and the internal knowledge base to support the delivery of consistent and accurate information to customers and staff.

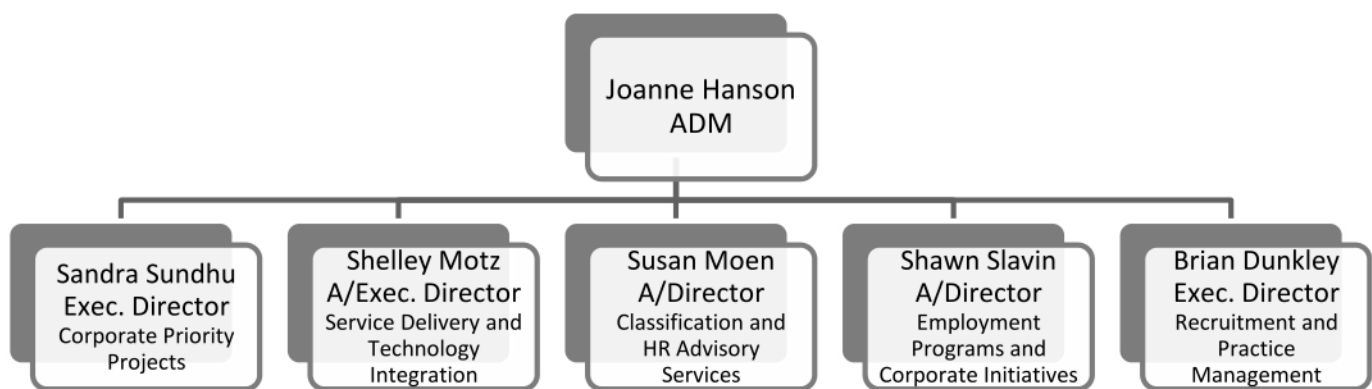
Budget: \$15,309,000

Full Time Equivalents (FTEs): 211

Related Legislation:

- *Public Service Act*
- *Public Service Benefit Plan Act*
- *Public Service Labour Relations Act*

Organizational Chart:



TALENT MANAGEMENT DIVISION

ADM Responsible: Deb Godfrey (ADM)

Core Business/ Program Area Description/ Critical Business Processes:

The Talent Management Division's core business provides for leadership, program delivery and services in the areas of executive recruitment and development; employee learning and development; performance management; conflict management (alternative dispute resolution); coaching; corporate succession management and diversity.

Budget: \$12,514,000 (includes part of Policy, Innovation and Engagement budget - \$1,159,632 FY18)

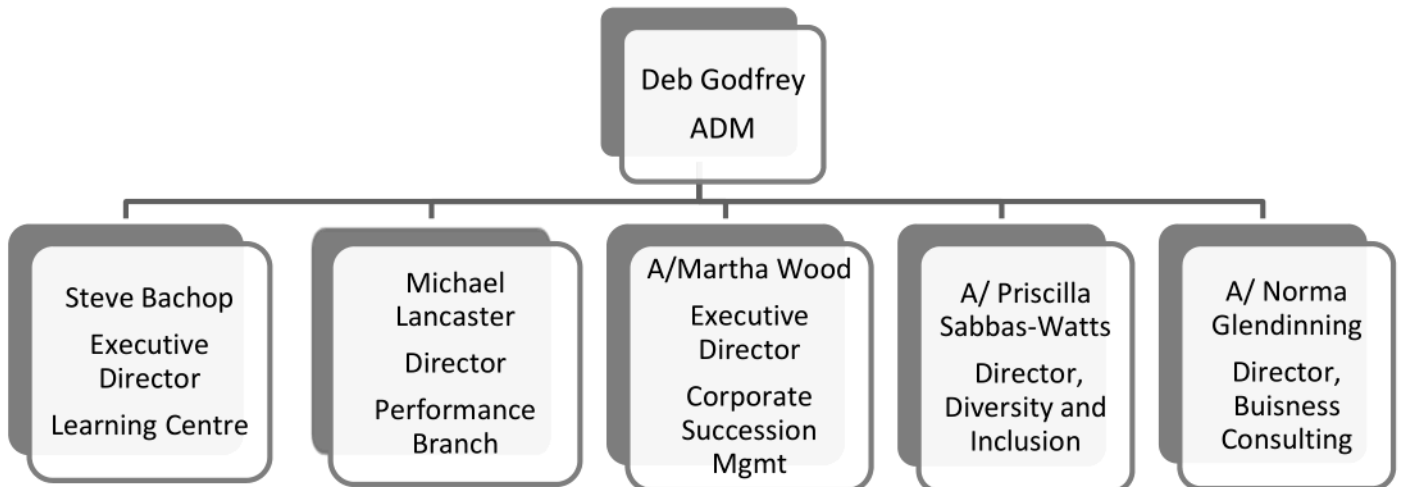
Benefits Vote Budget: (For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote)

Full Time Equivalents (FTEs): 81

Related Legislation:

- *Public Service Act*
- *Public Service Benefit Plan Act*
- *Public Service Labour Relations Act*

Related Legislation: Organizational Chart:



POLICY, INNOVATION AND ENGAGEMENT

Executive Lead Responsible: Rueben Bronee

Core Business/ Program Area Description/ Critical Business Processes:

Policy, Innovation and Engagement is responsible for corporate human resource policy and legislation for the BC Public Service, including the Standards of Conduct and the *Public Service Act*. The division also provides secretariat support for the Deputy Ministers' Committee on Public Service Innovation, which includes production of the Corporate Plan for the BC Public Service, *Where Ideas Work*, and delivery of corporate initiatives to promote innovation across government.

The division is also responsible for corporate employee communications, including the corporate intranet site, and corporate engagement and recognition programs, including the Premier's Innovation and Excellence Awards and the Long Service Awards.

Operations Vote Budget: For the purposes of the Estimates, the budget is combined with Talent Management Division

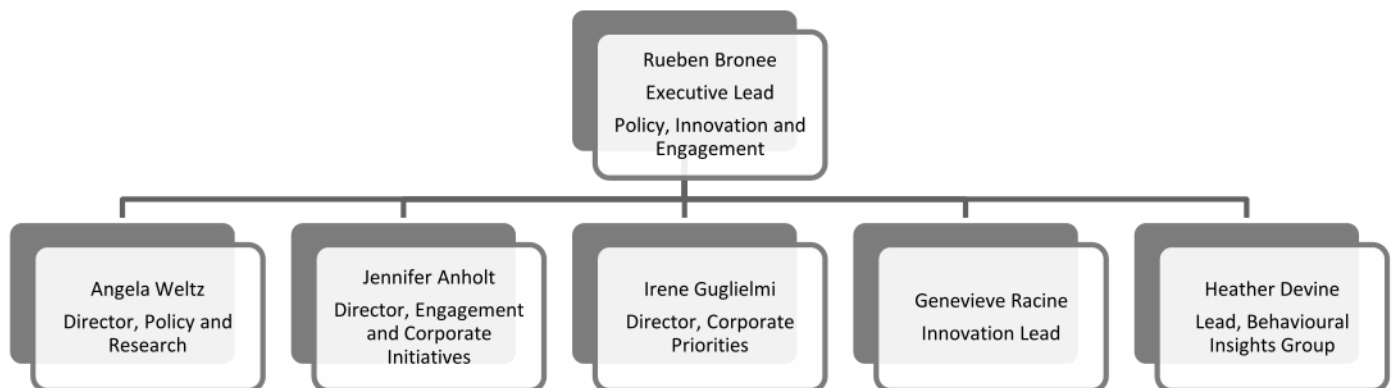
Benefits Vote Budget: For the purposes of Estimates, this budget is combined in the Benefits Administration budget of \$9,581,000 in the Benefits Vote

Full Time Equivalents (FTEs): 44

Related Legislation:

- *Public Service Act*
- *Public Service Benefit Plan Act*
- *Public Service Labour Relations Act*

Organizational Chart:



INTEGRATED TALENT MANAGEMENT DIVISION

Executive Lead Responsible: Trish Sterloff

Core Business/ Program Area Description/ Critical Business Processes:

The Integrated Talent Management (ITM) division's core business is to develop and implement a truly integrated approach to talent management that includes: integrated business processes, a unified technology toolset, appropriate data stewardship, and talent-lifecycle operational governance. In addition to the development of an integrated approach to talent management, the ITM Division is also responsible for the development of a new approach to Performance Management for the BC Public Service.

A key component to the ITM Division is the new ITM technology solution that has been sourced from Oracle, in partnership with TELUS Employer Solutions (TES).

Budget: The majority of the project budget is captured within the broader TELUS contract (estimated \$4 million). Salaries and relevant operating costs are still under development.

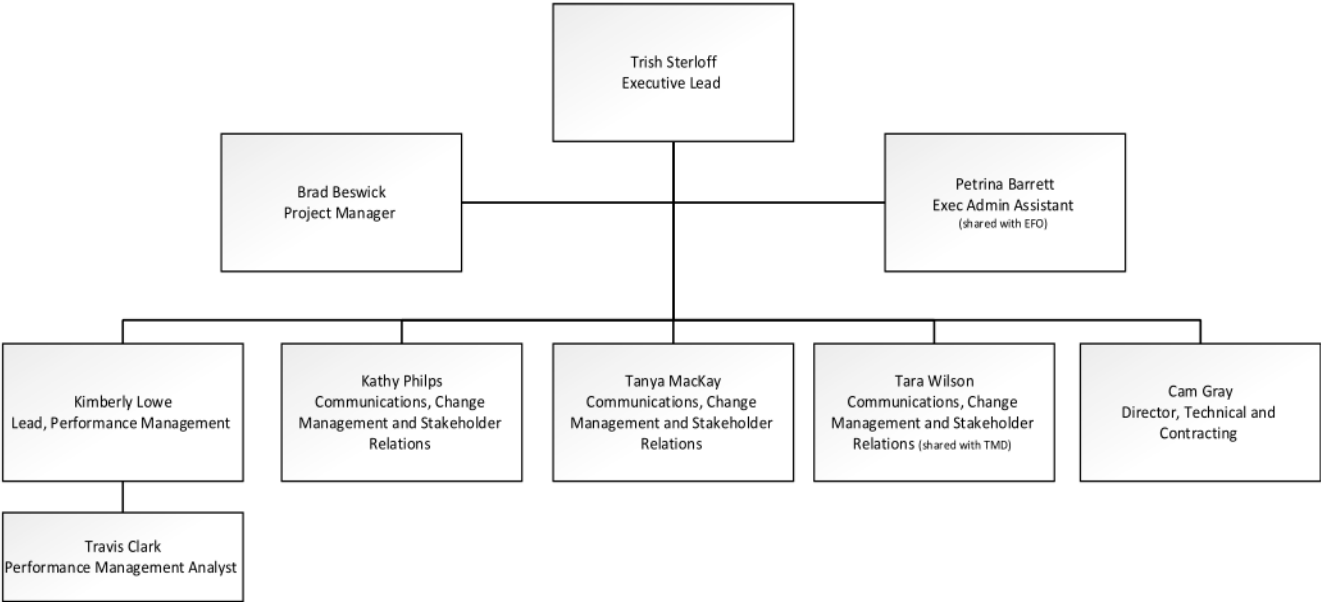
Benefits Vote Budget: For the purposes of Estimates, the ITM budget is combined with Business Performance.

Full Time Equivalents (FTEs): 7 (plus a shared exec admin FTE with Corporate Services and a shared communications FTE with the Talent Management Division)

Related Legislation:

- *Public Service Act*
- *Public Service Benefit Plan Act*
- *Public Service Labour Relations Act*

Organizational Chart:



MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: FULL – TIME EQUIVALENTS FOR THE BC PUBLIC SERVICE

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

The table below summarizes what was reported in the Budget and Fiscal Plan on Budget Day (February 19, 2019).

Table A13 Full-Time Equivalents (FTEs) – 2012/13 to 2021/2022 ¹

	Actual 2012/13	Actual 2013/14	Actual 2014/15	Actual 2015/16	Actual 2016/17	Actual 2017/18	Updated Forecast 2018/19	Budget Estimate 2019/20	Plan 2020/21	Plan 2021/22	Average annual change
Taxpayer-supported programs and agencies:											(per cent)
Ministries and special offices (CRF)	27,326	26,526	26,679	27,192	27,940	29,291	30,750	31,350	31,400	31,400	1.6
Service delivery agencies ²	4,508	4,640	4,798	4,803	4,850	5,076	5,171	5,543	5,926	5,873	3.0
Total FTEs	31,834	31,166	31,477	31,995	32,790	34,367	35,921	36,893	37,326	37,273	1.8
Growth rates (per cent):											
Ministries and special offices (CRF)	0.4	-2.9	0.6	1.9	2.8	4.8	5.0	2.0	0.2	0.0	-100.0
Service delivery agencies	3.7	2.9	3.4	0.1	1.0	4.7	1.9	7.2	6.9	-0.9	-185.3
Population per FTE: ³											
Total FTEs	143.5	148.6	149.5	149.3	148.2	143.2	139.0	137.1	137.2	139.3	-0.3

¹ Full-time equivalents (FTEs) are a measure of staff employment. FTEs are calculated by dividing the total hours of employment paid for in a given period by the number of hours an individual, full-time person would normally work in that period. This does not equate to the physical number of employees. For example, two half-time employees would equal one FTE, or alternatively, three FTEs may represent two full-time employees who have worked sufficient overtime hours to equal an additional FTE.

² Service delivery agency FTE amounts do not include SUCH sector staff employment.

³ Population per FTE is calculated using July 1 population (e.g. population on July 1, 2019 divided by 2019/20 FTEs).

Service delivery agencies described in Note 2 above include:

Service Delivery Agency	2018/19			2019/20			2020/21			2021/22		
	Budget 2018	Budget 2019	Variance	Budget 2018	Budget 2019	Variance	Budget 2018	Budget 2019	Variance	Budget 2018	Budget 2019	Variance
B.C. Assessment Authority	733	729	(4)	733	733	-	733	733	-	733	733	-
B.C. Games Society	10	10	-	10	10	-	10	10	-	10	10	-
B.C. Housing Management Commission	738	805	67	738	840	102	742	840	98	744	840	96
B.C. Infrastructure Benefits	-	-	-	-	144	144	-	489	489	-	419	419
B.C. Pavilion Corporation	279	279	-	279	279	-	279	279	-	279	279	-
B.C. Securities Commission	241	227	(14)	251	249	(2)	-	249	249	-	249	249
B.C. Transit	929	944	15	932	955	23	935	977	42	935	977	42
Canadian Blood Services	303	307	4	303	307	4	303	307	4	303	307	4
Columbia Basin Trust	54	64	10	55	70	15	56	71	15	56	72	16
Community Living BC	555	549	(6)	555	570	15	555	583	28	555	592	37
Destination BC	106	99	(7)	106	108	2	106	108	2	106	108	2
First Peoples' Heritage Language	12	12	-	12	12	-	12	12	-	12	12	-
Forest Enhancement Society	5	5	-	5	5	-	5	5	-	5	5	-
Forestry Innovation Investment Ltd	48	49	1	48	49	1	48	49	1	48	49	1
Industry Training Authority	113	113	-	113	121	8	113	122	9	113	122	9
Innovate BC	21	21	-	21	21	-	21	21	-	21	21	-
Knowledge Network Corp	48	50	2	48	50	2	48	50	2	48	50	2
Legal Services Society	148	170	22	148	210	62	148	210	62	148	210	62
Oil and Gas Commission	274	293	19	276	293	17	278	293	15	278	293	15
Organized Crime Agency of BC Society	80	70	(10)	80	70	(10)	80	70	(10)	80	70	(10)
Partnerships BC Inc.	35	35	-	38	38	-	38	38	-	38	38	-
Royal BC Museum Ltd.	114	114	-	114	114	-	114	114	-	114	114	-
Miscellaneous	187	226	39	199	295	96	187	296	109	187	303	116
Total FTEs	5,033	5,171	138	5,064	5,543	479	4,811	5,926	1,115	4,813	5,873	1,060

In addition, the Liquor Distribution Branch has 3,650 FTEs that are not included in any of the FTE tables displayed.

CONTACT: BRUCE RICHMOND
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MINISTER ADVISORY NOTE

Appendix A: BRITISH COLUMBIA PUBLIC SERVICE 2018/2019 FTE BUDGET AND UTILIZATION BY MINISTRY, MONTH & YTD

YEAR TO DATE: JANUARY 2019

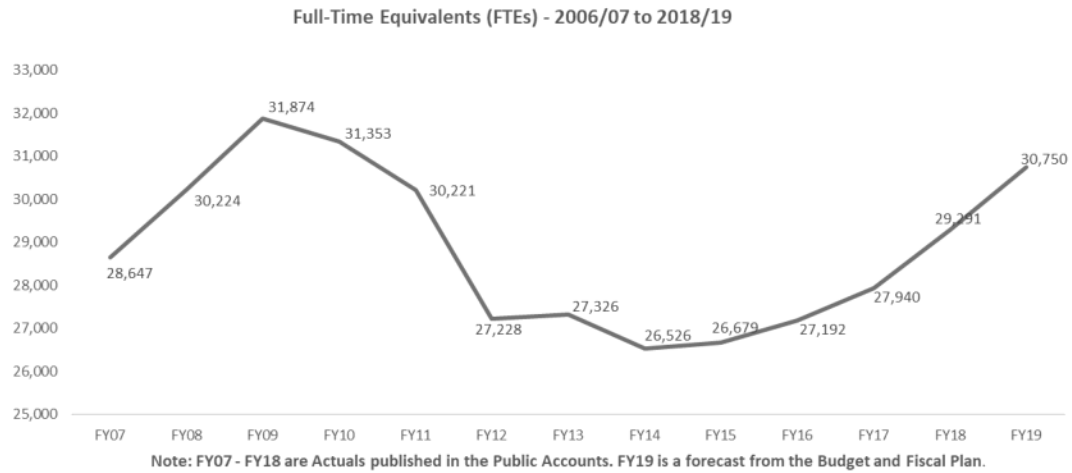
MINISTRY	FTE UTILIZATION												AVERAGE ADJ.FTE
	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	YTD
Legislation	350	350	350	350	350	350	350	350	350	350			350
Officers of the Legislature	356	353	350	355	356	361	368	371	374	369			361
Office of the Premier	81	82	82	84	83	84	84	84	84	85			83
Advanced Education, Skills & Training	346	341	346	345	352	345	352	355	354	362			350
Agriculture	363	378	373	371	372	372	375	375	374	371			372
Attorney General	4,049	4,102	4,114	4,143	4,144	4,177	4,234	4,259	4,305	4,281			4,181
Children and Family Development	4,448	4,504	4,509	4,544	4,599	4,633	4,680	4,711	4,760	4,785			4,617
Citizens' Services	1,712	1,725	1,748	1,782	1,781	1,791	1,812	1,818	1,823	1,813			1,781
Education	364	370	379	378	376	375	373	374	377	381			375
Energy, Mines & Petroleum Resources	312	318	325	327	323	326	327	333	335	337			326
Environment & Climate Change Strategy	1,019	1,127	1,180	1,202	1,207	1,163	1,156	1,047	1,054	1,047			1,120
Finance	1,707	1,705	1,705	1,698	1,707	1,714	1,726	1,725	1,725	1,722			1,713
Forests, Lands & Natural Resource Operations	4,495	5,168	5,424	6,015	6,259	5,844	7,006	4,422	4,144	3,974			5,275
Health	1,236	1,239	1,244	1,248	1,265	1,273	1,278	1,281	1,308	1,308			1,268
Housing	143	156	159	159	158	159	164	166	167	166			160
Indigenous Relations & Reconciliation	224	225	225	226	227	228	230	231	229	229			227
Jobs, Trade and Technology	351	355	354	353	354	348	359	364	367	368			357
Labour	278	279	279	281	274	281	287	288	288	294			283
Mental Health & Addictions	51	52	52	53	53	56	56	55	52	54			53
Municipal Affairs	238	242	248	246	248	247	243	239	237	239			243
Public Safety and Solicitor General	3,383	3,432	3,427	3,453	3,452	3,435	3,458	3,475	3,474	3,458			3,445
Public Service Agency	531	533	530	527	534	540	548	546	542	542			537
Social Development & Poverty Reduction	1,931	1,947	1,971	1,975	1,978	1,975	1,961	1,947	1,961	1,978			1,962
Tourism, Arts and Culture	68	71	71	69	69	71	71	73	69	70			70
Transportation and Infrastructure	1,411	1,440	1,418	1,406	1,414	1,411	1,428	1,416	1,416	1,403			1,416
Other Appropriations	19	18	22	22	22	22	21	21	21	21			21
TOTAL	29,466	30,512	30,887	31,612	31,958	31,581	32,947	30,325	30,193	30,007	0	0	30,949

PREVIOUS FISCAL (2017/2018) ACTUALS TOTAL	28,199	29,153	29,457	29,765	30,636	30,632	29,992	28,944	28,487	28,348	28,690	29,190	29,291
VARIATION BETWEEN 2018/2019 ACTUALS AND PREVIOUS FISCAL (2017/2018)	4%	5%	5%	6%	4%	3%	10%	5%	6%	6%			
Percent Change from Previous Month		4%	1%	2%	1%	-1%	4%	-8%	0%	-1%			

	#	%
2017/2018 ACTUALS	29,291	
2018/2019 BUDGET	29,400	
AVERAGE OVER BUDGET YTD	1,549	105%

Appendix B:

BC PUBLIC SERVICE FULL-TIME EQUIVALENTS, 2006/07 – 2018/19



MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: PUBLIC SERVICE EMPLOYMENT IN THE NORTH

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

Current data from the BC Public Service human resource system shows that 3,479 jobs are identified as based in communities in the North.

This is a 13 per cent increase from the 3,077 jobs based in the North in 2015.

The current number reflects approximately 11 per cent of the total BC Public Service workforce, which is the same percentage as in 2015.

KEY FACTS REGARDING THE ISSUE:

In estimates for the Ministry of Citizens' Services, the MLA for Prince George-Valemount raised constituent concerns about a perceived decline in public service employment in Northern BC. The Minister of Citizens' Services recommended the issue be canvassed with the Public Service Agency.

The BC Public Service does not have specific policies to support employment in particular regions of the province, but it does provide targeted Northern recruitment marketing to help ministries hire for regionally based positions that are often difficult to fill.

The corporate plan for the BC Public Service, *Where Ideas Work*, includes a specific commitment to "make job opportunities open to working from any part of the province by default, unless there is a clear necessity for a position to be located in a particular community." In response, the BC Public Service Agency proactively encourages ministry hiring managers to open job competitions to candidates from across the province wherever practical.

Appendix 1 shows annual average headcounts of active (i.e.: not on leave) Public Service Act staff for fiscal 2010 to 2019 for all locations, excluding the Liquor Distribution Branch. This data is based on the location an employee is hired, although their physical work location could change over time if the employee relocates to a different community in the same role.

The MLA for Prince George-Valemount raised specific concerns about front counter service delivery in McBride, where a cross-ministry office had been established under the previous government. Staffing levels in that office have declined over time [11 staff as of March 31, 2010 versus six (6) staff as of March 31, 2017] as a result of business decisions by the participating ministries, and remaining staff [five (5) staff as of March 31, 2019 – stable number in the last two years] are often working in the field which may result in the office being unstaffed at times.

CONTACT: RUEBEN BRONEE
PHONE: 250-213-6614

MINISTER ADVISORY NOTE

Appendix 1: Staffing Levels by Region

				Fiscal Year									
Provincial Quadrant	Development Region	Reg District Desc	CITY	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
North	Cariboo	Cariboo	100 Mile House	84	72	60	72	74	72	73	77	81	91
			Alexis Creek	43	20	6	12	18	17	17	19	17	21
			Barkerville	12	10	9	8	4					
			Lac La Hache	5	6	3	4	2	2	2	3		
			Quesnel	154	138	119	138	146	139	143	143	151	163
			Williams Lake	324	322	350	324	308	316	328	348	355	384
		Cariboo Total		622	569	548	558	550	546	564	588	604	658
		Fraser-Fort George	Mackenzie	63	56	41	63	60	64	67	76	77	81
			McBride	11	11	10	9	8	8	9	6	5	5
			Prince George	1,230	1,169	1,182	1,150	1,115	1,118	1,136	1,194	1,218	1,251
			Valemount	13	11	10	16	17	16	19	19	21	21
		Fraser-Fort George Total		1,318	1,247	1,244	1,237	1,200	1,206	1,230	1,296	1,321	1,358
	Cariboo Total			1,940	1,815	1,791	1,795	1,750	1,753	1,794	1,884	1,924	2,016
	Nechako	Bulkley-Nechako	Burns Lake	104	85	79	80	82	80	79	81	78	79
			Fort St James	64	61	49	56	51	50	50	58	56	51
			Houston	21	14	8	13	14	14	11	12	15	18
			Smithers	269	264	302	309	283	270	287	309	318	329
			Telkwa	18	13	1	1	5	11	17	11	14	19
			Vanderhoof	124	109	100	96	96	103	109	98	90	97
		Bulkley-Nechako Total		592	539	538	555	530	528	546	569	571	594
		Stikine	Atlin	4	3	3	3	3	3	3	3	3	3
			Dease Lake	12	10	10	12	10	11	14	13	11	10
		Stikine Total		16	13	13	15	13	14	17	16	15	13
	Nechako Total			608	553	552	570	542	542	563	585	586	607
	North Coast	Haida Gwaii	Masset	1		2	1	1	1	1	1	1	
			Prince Rupert	86	71	77	77	74	73	76	75	74	79
			Queen Charlotte	42	32	27	34	31	32	31	31	31	31
			Tlell	1	1	1	1	1	1	1	1	2	2
		Haida Gwaii Total		130	105	107	113	108	107	109	108	107	113
		Kitimat-Stikine	Hazelton	29	26	16	19	29	28	28	30	32	37
			Kitimat	15	15	13	14	13	12	14	13	14	13
			New Hazelton										1
			Stewart	4	3	3	3	4	5	4	4	5	5
		Terrace		229	210	208	207	202	196	201	204	207	216
	Kitimat-Stikine Total		277	254	240	243	248	242	247	251	258	272	
North Coast Total			407	359	347	356	356	348	356	359	365	385	

	Northeast	Northern Rockies	Fort Nelson	49	41	33	41	43	38	39	35	33	35
		Northern Rockies Total		49	41	33	41	43	38	39	35	33	35
		Peace River	Chetwynd	12	12	10	13	16	15	16	14	16	18
			Dawson Creek	183	173	179	177	173	165	169	175	185	185
			Fort St John	193	172	173	211	221	215	220	229	226	232
			Moberly Lake							1	1	1	2
	Peace River Total		389	357	361	401	409	395	406	419	427	437	
Northeast Total			437	398	394	442	452	433	445	454	460	471	
North Total			3,392	3,125	3,084	3,163	3,099	3,077	3,158	3,282	3,335	3,479	
Interior	Kootenay	Central Kootenay	Balfour	1	1	1							
			Castlegar	131	136	178	153	119	110	114	105	117	130
			Creston	16	18	17	17	17	18	17	16	19	22
			Kaslo	1	1	1	1	1	1	1	1	1	1
			Kootenay Lake	70	68	76	15	15	6	10	14	16	15
			Nakusp	13	13	11	16	18	17	17	13	10	9
			Nelson	192	189	217	251	240	264	270	270	278	285
		Central Kootenay Total		423	425	501	453	410	415	428	419	440	463
		East Kootenay	Cranbrook	272	252	251	276	276	266	268	277	280	298
			Fernie	19	18	16	14	15	16	17	16	20	24
			Invermere	26	22	17	17	20	21	24	25	26	26
			Kimberley	1	1	1	1	1	1	1	1		
			Sparwood	6	5	5	3	3	2	7	8	7	9
			Yahk	4	4	5	4	5	1		1	2	3
		East Kootenay Total		328	301	293	315	320	306	316	326	335	359
	Kootenay Total			751	727	794	768	729	721	744	745	775	821
	Thompson-Okanagan	Central Okanagan	Kelowna	469	489	498	506	499	491	485	503	500	514
			Westbank	15	14	10	9	9	7	6	7	7	9
			Winfield			6	6	5	6	6			
		Central Okanagan Total		484	504	512	521	513	504	492	509	507	523
		Columbia-Shuswap	Golden	34	28	28	29	27	24	21	22	28	29
			Revelstoke	71	56	30	58	66	61	65	69	69	77
			Salmon Arm	105	105	94	90	94	94	92	89	92	103
			Sorrento			3	4				1		
			Tappen	6	11	5	6	6	2	5	9	4	10
		Columbia-Shuswap Total		216	200	159	185	193	181	183	190	193	218
		Kootenay Boundary	Grand Forks	43	35	26	38	38	38	40	40	40	47
			Rossland	6	4	4	5	4	5	5	4	5	5
			Trail	26	27	28	28	25	26	26	30	32	29
		Kootenay Boundary Total		75	65	58	71	67	68	70	73	77	80
		North Okanagan	Armstrong	4	5	4	4	3	4	5	4	4	4
			Vernon	285	263	255	291	290	277	295	310	305	328
		North Okanagan Total		289	268	259	295	293	281	300	314	309	332

MINISTER ADVISORY NOTE

			Okanagan-Similkameen	Manning Park	2	1	1	1	1	1	1	1	3
				Oliver	23	20	23	23	23	20	23	105	212
				Penticton	220	202	187	198	192	169	183	195	208
				Princeton	10	8	8	8	16	13	14	14	15
				Summerland	8	9	8	7	7	4	2	1	1
			Okanagan-Similkameen Total		260	240	226	236	238	206	223	316	452
			Thompson-Nicola	Ashcroft	10	10	7	6	6	5	7	7	6
				Chase		1	1	1	1	1	1	1	1
				Clearwater	50	36	25	30	33	37	35	40	41
				Clinton	1	1	1	1	1	1	1	1	1
				Kamloops	1,276	1,290	1,354	1,319	1,220	1,236	1,200	1,235	1,277
				Lytton				4	10	13	14	12	13
				Merritt	118	85	69	95	101	103	107	114	115
			Thompson-Nicola Total		1,455	1,423	1,457	1,452	1,371	1,395	1,364	1,410	1,453
			Thompson-Okanagan Total		2,778	2,699	2,670	2,759	2,675	2,636	2,632	2,812	2,991
			Interior Total		3,530	3,426	3,464	3,527	3,404	3,357	3,377	3,557	3,766
Mainland/Southwest	Mainland/Southwest	Fraser Valley	Abbotsford		412	373	362	357	362	356	373	379	380
			Agassiz			1	4	5	5	3	5	5	4
			Chilliwack		250	237	251	251	247	252	251	278	304
			Cultus Lake		13	11	10	20	15	17	16	17	19
			Hope		55	44	37	41	36	38	41	43	48
			Maple Ridge		423	442	442	461	479	486	487	488	480
			Mission		47	51	49	42	43	46	48	55	58
			Pitt Meadows		1								
			Rosedale									1	2
			Sardis		43	41	42	47	45	45	47	47	46
			Fraser Valley Total		1,243	1,200	1,195	1,223	1,232	1,243	1,268	1,312	1,341
		Greater Vancouver	Burnaby		1,160	1,133	1,091	1,007	965	940	903	957	963
			Cloverdale		3	3	3	2	2	2	2	2	1
			Coquitlam		188	194	203	198	198	213	267	284	301
			Delta		77	66	70	69	62	57	61	62	65
			Langley		115	120	122	192	190	184	172	170	201
			New Westminister		366	337	385	427	409	391	394	439	401
			North Vancouver		155	160	165	150	143	134	145	151	147
			Port Coquitlam		382	364	367	368	353	325	317	305	285
			Port Moody		24	21	22	27	17	18	20	21	20
			Richmond		228	234	243	266	264	258	243	234	234
			Surrey		1,393	1,369	1,404	1,341	1,374	1,444	1,500	1,506	1,565
			Vancouver		2,371	2,439	2,510	2,655	2,570	2,526	2,468	2,466	2,658
			White Rock		20	23	22	25	24	23	23	22	23
			Greater Vancouver Total		6,480	6,463	6,606	6,725	6,569	6,515	6,514	6,618	6,864
													7,074

		Squamish-Lillooet	Brackendale							1	3	5	
			Lillooet	39	20	12	23	29	31	30	28	27	28
			Pemberton	38	30	16	33	38	46	49	51	48	47
			Squamish	66	49	50	56	67	67	70	70	71	75
			Whistler	1						1	1	1	1
		Squamish-Lillooet Total		144	98	78	112	133	143	149	150	150	156
		Sunshine Coast	Gibsons	16	13	15	20	20	22	22	20	19	20
		Sechelt	54	47	49	51	47	42	40	43	45	45	
	Sunshine Coast Total		70	60	64	71	68	63	62	63	64	65	
Mainland/Southwest Total			7,937	7,822	7,943	8,131	8,002	7,964	7,993	8,144	8,420	8,693	
Mainland/Southwest Total			7,937	7,822	7,943	8,131	8,002	7,964	7,993	8,144	8,420	8,693	
Vancouver Island/Coast	Vancouver Island/Coast	Alberni-Clayoquot	Port Alberni	140	125	116	123	130	128	133	134	138	143
			Tofino							1	1	2	3
			Ucluelet	2	2	3	2	2	2	2	2	2	4
		Alberni-Clayoquot Total		142	127	119	125	132	130	135	136	142	149
		Central Coast	Bella Coola	15	12	11	13	12	13	12	11	11	13
			Hagensborg				3	3	3	3	3	5	9
			Waglisla	2	1	3	4	2	1				
		Central Coast Total		17	13	14	18	17	16	15	14	16	22
		Comox-Strathcona	Black Creek	9	10	9	9	10	10	12	11	13	15
			Campbell River	219	196	203	206	201	200	211	221	224	227
			Comox									1	1
			Courtenay	163	166	153	155	156	157	152	162	171	174
		Comox-Strathcona Total		390	372	366	371	368	367	374	393	408	417
		Cowichan Valley	Cobble Hill	11	6	2	1	7	10	8	8	8	8
			Duncan	111	111	121	123	119	122	123	129	135	137
			Mesachie Lake			6	5	5	5	5	5	4	4
			Mill Bay	5	3	2	1	1	3	1	1		
		Cowichan Valley Total		127	119	124	131	133	139	137	142	147	149
		Greater Victoria	Colwood	14	14	14	13	13	13	14	14	16	16
			Ganges	2	2	2	2	2	2	2	2	2	2
			Saanichton	174	176	82	96	66	53	63	69	55	41
			Salt Spring										
			Island	7	7	8	8	8	9	8	7	7	10
			Sidney	2	2	2	2	2	2	2	2	1	1
			Sooke	7	6	4	4	4	4	4	4	4	4
			Victoria	12,251	11,531	11,506	11,361	10,967	11,030	11,430	11,938	12,459	13,408
		Greater Victoria Total		12,457	11,737	11,618	11,486	11,062	11,114	11,522	12,037	12,544	13,482
Mount Waddington	Port Hardy	33	32	35	35	34	32	32	36	36	37		
	Port McNeill	82	73	72	75	74	73	71	75	71	71		
Mount Waddington Total		115	105	107	110	107	105	104	111	107	108		

MINISTER ADVISORY NOTE

		Nanaimo	Bowser Gabriola Nanaimo Nanoose Bay Parksville	1 10 798 58	1 10 794 89	1 10 755 144	1 10 744 93	1 10 728 64	1 9 720 61	1 9 704 67	1 9 729 73	1 9 734 74	1 8 763 81
		Nanaimo Total		867	893	909	847	802	791	780	810	817	852
		Powell River	Powell River	94	81	75	82	79	79	82	73	75	80
		Powell River Total		94	81	75	82	79	79	82	73	75	80
		Vancouver Island/Coast Total		14,210	13,448	13,331	13,170	12,699	12,740	13,148	13,717	14,255	15,259
		Vancouver Island/Coast Total		14,210	13,448	13,331	13,170	12,699	12,740	13,148	13,717	14,255	15,259
	Provincial Total		29,068	27,820	27,821	27,991	27,205	27,138	27,676	28,699	29,776	31,381	

MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: EXECUTIVE COMPENSATION

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

The BCPSA continues to monitor any potential issues related to executive compensation.

KEY FACTS REGARDING THE ISSUE:

No Deputy Ministers in BC are compensated at or near the maximum of the salary range – the

- ♦ The average executive salary as of January 25, 2019 is:

Deputy Minister to the Premier and Cabinet Secretary	\$310,000
Deputy Minister 3	\$264,503
Deputy Minister 2	\$245,111
Deputy Minister 1	\$227,407
Associate Deputy Minister	\$202,314
Assistant Deputy Minister 2	\$189,474
Assistant Deputy Minister 1	\$160,133
Executive Lead Band A	\$130,091

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: EXECUTIVE SEVERANCE

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

- s.17

KEY FACTS REGARDING THE ISSUE:

- s.17

- s.17

s.17; s.22

CONTACT: LORI FISCHER
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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: MCCF AND IN-RANGE MOVEMENT

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

- ◆ In response to PSEC's new guidelines, the public service has decided to move forward in two phases with the BC Public Service Agency (PSA) implementing the following:
 - One time compensation adjustment to address demonstrated salary issues which include inversion, compression and performance based salary inequities and changes to increase the salary ranges;
 - Changes to performance based in-range movement along with minor changes to the compensation rules.

KEY FACTS REGARDING THE ISSUE:

- ◆ The updated MCCF has provided higher maximum salary ranges for excluded staff. Four rounds of performance based in-range increases of up to 2% have alleviated some of the pressures that resulted from the public sector salary restrictions. PSEC's guidelines have provided greater flexibility in providing performance based increases moving forward.
- ◆ Compensation levels for excluded managers in the public service still lag behind the other provincial and territorial jurisdictions. Continual monitoring of the salary ranges against the BC public sector will be necessary to ensure continued adherence to the management compensation philosophy.

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: CHANGES TO MSP PREMIUMS

ADVICE AND RECOMMENDED RESPONSE:

s.13

SECONDARY MESSAGES:

s.13

CURRENT STATUS:

- ◆ The Public Service Agency (PSA) has completed the one-time lump sum payment to BCGEU members as agreed to between the BCGEU and the employer.
- ◆ The public service has implemented the MSP changes to date. Once the premiums are eliminated, the employer will wind down the MSP employer group plan and employees will be moved to their own individual MSP accounts. The impact of this change will also be reviewed for the flexible benefits program for excluded employees.

KEY FACTS REGARDING THE ISSUE:

- ◆ The public service has implemented the new employer health tax effective January 1, 2019 at a rate of 1.95% of total payroll.

CONTACT: ALYSON BLACKSTOCK
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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: COLLECTIVE BARGAINING

ADVICE AND RECOMMENDED RESPONSE:

s.13

SECONDARY MESSAGES:

s.13

CURRENT STATUS:

- ◆ After five weeks of intense negotiations, the BCGEU and the PSA reached tentative agreements under the Sustainable Services Negotiating Mandate for the Main Agreement and all component agreements on June 9, 2018. In August 2018, the BCGEU ratified the Main Agreement with a 63% yes vote. Additionally, four of the five component agreements were also ratified. The Correctional and Sheriff Services Component (Component 1) was not ratified and the BCGEU and PSA are currently in discussions regarding what should be done to address the impasse.
- ◆ The BCGEU and the PSA settlement was the first tentative agreement reached in the broader BC public sector under the Sustainable Services Negotiating Mandate and it helped to establish the precedent for the successful rollout of the mandate to other sectors.
- ◆ After four months of bargaining, the PEA and the PSA signed a tentative agreement on January 25, 2019. In February 2019, the PEA has ratified the agreement with a 92% yes vote.
- ◆ On March 31, 2019 the unprecedented 12-year Crown Counsel agreement will expire. The BCCCA and the PSA recently commenced collective bargaining to renew the collective agreement on January 16, 2019 and negotiations are still under way.
- ◆ The BC Nurses Union has indicated an interest in beginning collective bargaining in the late spring 2019 to renew the Nurses' agreement that expires on March 31.
- ◆ The Unifor (Queen's Printer) agreement expires on June 30, 2019 and has indicated an interest in beginning collective bargaining in the late spring 2019.

KEY FACTS REGARDING THE ISSUE:

- ◆ There are three bargaining units defined by s. 4 of the PSLRA: the British Columbia Government and Service Employees' Union, the Professional Employees Association and the BC Nurses Union. Two other bargaining units exist outside of the PSLRA: the BC Crown Counsel Association and Unifor (Queen's Printer).

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: OMBUDSPERSON'S REPORT AND RESPONSE

ADVICE AND RECOMMENDED RESPONSE:

s.13

SECONDARY MESSAGES:

s.13

CURRENT STATUS:

- Government has fully implemented 38 of the 41 recommendations made by the Ombudsperson in his Misfire report.
- Efforts regarding two recommendations remain underway:
 - (R4) Government has completed the ex gratia payments and additional actions as recommended by the Hon. Justice Cromwell for the vast majority of the individuals covered by the Ombudsperson's recommendation and is prepared to promptly address Justice Cromwell's recommendations regarding three remaining individuals once these are received; and
 - (R33) the Ministry of Health is continuing its efforts to implement a carefully designed reconciliation program within the ministry.
- The last recommendation (R41), which has been accepted by the Ombudsperson as partially implemented, called for government to provide a written status report regarding the implementation of Misfire recommendations. Government will be providing an update to the Ombudsperson by April 30, 2019 which will provide information about recently completed recommendations, ongoing recommendations, and those recommendations where the Ombudsperson noted it would continue to monitor government efforts even though the recommendation was previously fully implemented.

KEY FACTS REGARDING THE ISSUE:

- On April 6, 2017 the Office of the Ombudsperson released its report "Misfire" into the 2012 Ministry of Health terminations and subsequent actions by government.
- In total, the Ombudsperson made 41 recommendations, which fall into two distinct groups:
 - those that address harms to individuals through such mechanisms as apology letters, ex gratia payments or a scholarship endowment; and
 - those that address systemic issues within the public service through such mechanisms as policy change, procedure clarification or legislative change.

MINISTER ADVISORY NOTE

- In response, government publicly thanked the Ombudsperson for the report, acknowledged the harm caused by the events described in Misfire and offered an unqualified and comprehensive apology to all who were adversely affected by public service conduct and committed to actioning the Ombudsperson's recommendations and implementing measures to ensure that such events never happen again.
- Government engaged the Hon. Thomas Cromwell, former Supreme Court of Canada Justice, to administer a reparation process and monitor the implementation of the Ombudsperson's recommendations.
- The most recent update from the Ombudsperson published in October 2018 acknowledged that the public service had fully implemented 36 of the 41 Misfire recommendations and had partially implemented one more.
- Since the Ombudsperson's recent update, government has completed its response to two additional recommendations that were noted to be outstanding, which brings the total of completed recommendations to 39.
- The two recently completed recommendations are as follows:
 - R3(b) which called on government to reverse the discipline for three individuals who had been disciplined, reverse the financial impact of that discipline and remove the disciplinary findings from their employment record.
 - R6, which stipulated that if by June 30, 2017 the BC Government and Service Employees' Union (BCGEU), following consultation with David Scott, Ramsay Hamdi, and a representative of Roderick MacIsaac, approaches government about revisiting any or all of the June and September 2013 grievance settlements that government:
 - (a) Enter into good faith negotiations with the BCGEU concerning the replacement of the existing settlements with new settlements; and
 - (b) If new settlements cannot be reached (or the parties prefer this option as their primary option), make its best efforts to work with the BCGEU to develop a Statement of Agreed Facts concerning the circumstances of the dismissals, which Statement the parties can agree to place before a labour arbitrator pursuant to the collective agreement, in order to allow for a proper adjudication of damages. Whether the existing settlements would terminate upon tendering the Statement of Agreed Facts, or after the labour arbitrator's decision, can be addressed by the parties as a matter of labour law.
- At present, the two remaining recommendations for which progress is underway are as follows:
 - R4:
 - The Hon. Justice Cromwell has made recommendations for compensation for the vast majority of individuals. Government has accepted Justice Cromwell's recommendations and has made ex gratia payments and completed any additional actions noted in the recommendations.
 - There are three additional individuals covered by R4 for which government is awaiting Justice Cromwell's recommendation; these will be addressed promptly on receipt.

- R4 called on government to:
 - (a) By September 30, 2017:
 - i. Establish a compensation fund in an amount not less than \$250,000.
 - ii. Identify and contact individuals (other than individuals identified in the other *ex gratia* payment recommendations) who were employees, associates or research subcontractors of:
 - 1. Resonate
 - 2. Blue Thorn Research and Analysis Group
 - 3. The Therapeutics Initiative

who were impacted by the data and contract suspensions and cancellations and invite them to make applications to the fund.
 - (b) By March 31, 2018 make *ex gratia* payments to the applicants from the fund on a fair and equitable basis, taking into account the impact the data and contract suspensions and cancellations had on them.
- R33:
 - Following a period of extensive consultation with its employees, the Ministry of Health is presently implementing a comprehensive organizational reconciliation program which is focused on five goals:
 - 1. Employees have a clear sense of purpose and meaningful work;
 - 2. Work is productive and manageable;
 - 3. Employees have trust in their leaders and feel supported to be successful;
 - 4. Employees have opportunities for growth and development; and
 - 5. The work environment is open, warm, inclusive, collaborative and safe.
 - R33 called on government to, by September 30, 2017, and following consultation with the BCGEU and BC Excluded Employees' Association, and in a manner consistent with its privacy obligations, the Ministry of Health develop and implement a carefully designed organizational reconciliation program with the goal of re-establishing positive, respectful professional relationships with staff and contractors who will productively support the mandate of the ministry moving forward. This program should:
 - a. Build on the recent ministry initiatives to support employee morale and engagement, invite the participation of ministry staff and contractors;
 - b. Involve the active participation of management;
 - c. Include clear objectives and deliverables; and
 - d. Be completed within 12-18 months by providing a final report to all ministry staff and contractors.

MINISTER ADVISORY NOTE

- The Ombudsperson's October 2018 update noted that it would engage in additional monitoring of four other recommendations even though these have been implemented by the Public Service:
 - R17 an update will be sought on government's commitment to developing additional case studies and resources in relation to conflicts of interest;
 - R20 an update will be sought on the PSA's implementation of the (then) outstanding recommendation from Ms. Bell's report;
 - R31 an update will be sought on the further steps government takes to make its employees aware of the legal advice policy; and
 - R35 an update will be sought on government's progress in implementing the commitments set out in the Ministry of Health report, Putting our Minds Together, which was prepared as part of the ministry's efforts towards organizational reconciliation.

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: MERIT COMMISSIONER – JUST CAUSE DISMISSAL REVIEWS

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

- Any just cause dismissal that occurred on or since April 1, 2018 is eligible for review by the Merit Commissioner.
- The first dismissal file will be eligible for review by the Merit Commissioner on April 23, 2019.
- The Public Service Agency began engaging with Agencies, Boards and Commissions (ABCs) in February 2019 to advise them that they are covered by the Merit Commissioner review process and to discuss with them the types of policies and procedures they should be following.

s.13

KEY FACTS REGARDING THE ISSUE:

- The Act applies to government ministries, Independent Officers of the Legislature and approximately 40 ABCs.
- The Act was amended in April 2018 in response to Ombudsperson *Misfire* recommendation 27 to make the Merit Commissioner responsible for conducting independent reviews of just cause dismissals in the public service that occurred on or after April 1, 2018.
- The purpose of the Merit Commissioner review is to examine the policies, procedures and processes that were followed leading up to the dismissal decision. It is not to determine whether the decision to terminate the employee was correct. An impacted employee has access to the grievance process or the legal system to challenge the actual decision itself.
- The Merit Commissioner can only review a just cause dismissal 12 months after the initial dismissal in the event the employee does not file a grievance or lawsuit; or 6 months after a dismissal grievance/ lawsuit has been conclusively resolved.
- The first date that a dismissal file can be transferred over to the Merit Commissioner for review is April 23, 2019.
- As of January 15, 2019, there have been a total of seven reviewable dismissals that have taken place directly within the public service since the amendments came into force.
- The Merit Commissioner must issue a report annually (no later than May 31) to the Legislative Assembly, but the reported information related to dismissal reviews must not disclose the identity of persons who participated in the investigation or disciplinary dismissal process.
- In the Merit Commissioner's *2018-2019 Annual Report* (published on approximately April 4, 2019), it was confirmed that – in addition to the annual report the Merit Commissioner will deliver to the Legislative Assembly each May, a report will also be provided to the Public Service Agency and the Deputy Minister of the appropriate ministry on each specific dismissal file.
- Any public reports by the Merit Commissioner will not include any identifying or personal information, whereas the reports delivered internally to the Public Service Agency and ministry deputy minister is expected to contain case specific information, the Merit Commissioner's observations about the case, and any recommendations.
- The Public Service Agency has been working with the Merit Commissioner and has been providing periodic updates about eligible dismissals.
- The Public Service Agency has implemented a number of policy and procedural enhancements to ensure its processes are in keeping with best practices.
- Government looks forward to participating in the process and welcomes recommendations the Merit Commissioner may have to reinforce fairness and transparency.

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: POLITICAL STAFF STANDARDS OF CONDUCT

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

- Currently, the job titles deemed political staff include but are not limited to Executive Assistants to a Minister and Ministerial Assistants.
- The Standards of Conduct for Political Staff (in tandem with the Political Staff Oath) resolve the previously existing conflict between the obligation of political staff to provide partisan advice as part of their job duties, and the obligation under the Standards of Conduct for public service employees to act objectively and impartially.

KEY FACTS REGARDING THE ISSUE:

- Conduct expectations for regular public service employees are established by the Standards of Conduct, a policy first enacted in March 1987. The Standards of Conduct apply to all persons and organizations covered by the *Public Service Act*. Compliance with the Standards of Conduct is a condition of employment.

s.12

- The Standards for Political Staff remove the obligation for political staff to act impartially and to base recommendations and decisions on objective evidence. A section is also included regarding appropriate interactions between political staff and members of the permanent public service. The Chief of Staff to the Premier is assigned responsibility for communicating and addressing breaches of the Standards of Conflict for Political Staff.
- Similarly, the Political Staff Oath replicates the requirements of the Public Service Oath, save for provisions related to serving the government impartially and basing recommendations and decisions on objective evidence. These new authorities resolved the conflict between the obligation of political staff to provide partisan advice as part of their job duties, and the obligation under the Standards of Conduct for public service employees to act objectively and impartially.
- Political staff are defined as: persons appointed under section 15(1)(a) of the *Public Service Act* who report through to the Chief of Staff to the Premier or provide support to a Minister, and who are not assigned job duties primarily of an administrative, technical or communications nature. Most appointees working in the Office of the Premier and supporting Ministers' offices are political staff (e.g., Ministerial Assistants and Executive Assistants). Appointees to Government Communications and Public Engagement are not political staff.

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: LEGISLATIVE ASSEMBLY AS A SEPARATE EMPLOYER

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

On March 6, 2019 the Legislative Assembly Management Committee passed a motion to develop a framework for a workplace review of legislative departments. The BC Public Service Agency has been asked to participate in the development of the framework for the workplace review with the Ombudsperson and the Ministry of Health.

While the BC Public Service Agency can contribute generally to the development of the review framework, the Legislative Assembly has its own human resource policies and services. A decision to apply the BC Public Service employment framework to the Legislative Assembly would require significant legislative changes, policy development and structural changes encompassing all aspects of human resource service delivery.

KEY FACTS REGARDING THE ISSUE:

The starting point for developing a framework for a workplace review of the Legislative Assembly must start with an analysis of the Legislative Assembly's current human resource management framework, including applicable legislation, HR policies and services, to assess how these compare with other employers. Appendix 1 highlights the employment framework for other legislative assembly employers. This analysis could inform the review and identify priorities and where improvements can be made in a British Columbia context.

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Appendix 1

Province	Act	Application of Public Service Act
British Columbia	<u>Legislative Assembly Management Committee Act</u>	No
Alberta	<u>Legislative Assembly Act</u>	s. 19(2) (b) – be inapplicable to, or to be varied in respect of
Saskatchewan	<u>The Legislative Assembly Act, 2007</u> <u>The Legislative Assembly and Executive Council Act</u>	No – s. 71(1) No - s. 68.5(1)
Manitoba	<u>The Legislative Assembly Management Commission Act</u>	No – 8(4) *have all the rights, privileges and benefits of members of the civil service, however they are not civil servants within the meaning of The Civil Service Act which does not apply to them.
Ontario	<u>Legislative Assembly Act</u>	No
Newfoundland	<u>House of Assembly Accountability, Integrity and Administration Act</u>	Yes – in part
Nova Scotia	<u>House of Assembly Management Commission Act</u>	Yes - s. 11(2) – “unless it is reasonably necessary for them to be changed or varied.”
PEI	<u>Legislative Assembly Act</u>	38(4) – No
New Brunswick	<u>Legislative Assembly Act</u>	No
Yukon	<u>Legislative Assembly Act</u>	No
Northwest Territories	<u>Legislative Assembly and Executive Council Act</u>	Yes s. 40.1(1b) and s. 55

MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: PUBLIC SERVICE AGENCY FRAMEWORK

ADVICE AND RECOMMENDED RESPONSE:

s.13

CURRENT STATUS:

s.12

KEY FACTS REGARDING THE ISSUE:

The following employment legislation is specific to the BC Public Service as employer.

Public Service Act

The *Public Service Act* defines HR management in the public service. The Act sets the legislative framework for the management of HR in ministries, government agencies, boards, and commissions. The Act also establishes the Merit Commissioner and the Dismissal Review Commissioner. The Regulations under the *Public Service Act* include:

- Review of Staffing Decisions Regulation
- Definition Regulation (defines auxiliary employee)

- Excluded Employees Indemnity Protection Regulation
- Hours of Service Regulation
- Public Service Oath Regulation
- Resignation Regulation
- Vacation Entitlement for Re-employed Appointees Regulation
- Political Staff Oath Regulation
- Political Staff Standards of Conduct Regulation

Public Service Labour Relations Act

The *Public Service Labour Relations Act* defines the structure for collective bargaining and establishes the three bargaining units within the public service:

- BC Government and Service Employees' Union
- Professional Employees' Association
- BC Nurses Union and Union of Psychiatric Nurses

The Act has one Regulation, the Public Service Labour Relations Regulation.

Public Service Benefit Plan Act

The *Public Service Benefit Plan Act* and the Regulations under the Act establish benefit coverage for public service employees and some broader public-sector organizations. There are four Regulations under the Act:

- Extended Health Care and Dental Plans Regulation
- Group Life Insurance Regulation (No.1)
- Group Life Insurance Regulation (No.3)
- Long Term Disability Plan Regulation

As the employer, the BC Public Service adheres to legislation that applies to other public-sector employers including the Human Rights Code, Workers Compensation Act, Freedom of Information and Protection of Privacy Act, Labour Code, Employment Standards Act, Information Management Act, and Public Sector Employers Act.

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: PUBLIC INTEREST DISCLOSURE ACT (PIDA)

ADVICE AND RECOMMENDED RESPONSE:

s.13

SECONDARY MESSAGES:

s.13

CURRENT STATUS:

The BC Public Service Agency is working with the Ministry of Attorney General, the Ombudsperson and other key stakeholders to develop the policies, procedures, tools and training necessary to implement PIDA for government ministries in the fall of 2019.

Criteria for which bodies are brought under PIDA in future phases of implementation is currently under development.

KEY FACTS REGARDING THE ISSUE:

In response to the Ombudsperson's *Misfire* Report (April 2017), government passed, but did not bring into force the *Public Interest Disclosure Act* in May 2018. Government committed to begin implementing the legislation within a year using a phased approach. This timeline was extended to fall 2019 at the request of the Ombudsperson. Ministries and the Independent Officers of the Legislature will be brought under the Act in the first phase of implementation (fall 2019). Future phases will include organizations in the broader public sector such as Crown

corporations, school boards, universities and health authorities.

The BC Public Service Agency is supporting implementation for ministries within its current budget allocation. Implementation for future phases will be led by the Ministry of Attorney General.

The Ombudsperson is the independent officer responsible for conducting PIDA investigations, including investigations into complaints of reprisal.^{s.12}
s.12

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MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: MAURA PARTE, MANAGER, HUMAN RESOURCES

ADVICE AND RECOMMENDED RESPONSE:

s.13

3

SECONDARY MESSAGES:

s.13

CURRENT STATUS:

- Maura Parte is currently in the position of Manager, Human Resources, in the Office of the Deputy Minister, BC Public Service Agency.

KEY FACTS REGARDING THE ISSUE:

Appointment Overview

- Maura Parte started the position on November 6, 2018.
- It is a two-year auxiliary appointment, effective November 6, 2017 to November 5, 2019. The end date is subject to change, dependent on work requirements, salary funds being available, and the current workforce adjustment policy.
- The position is Management Level Band 3 with a current salary of \$94,860.
- The position is supervised by the Deputy Minister, BC Public Service Agency.

Contract Overview

- Prior to this position, Ms. Parte held a contract with the BC Public Service Agency from July 2017 to October 2017 to assist with the hiring, onboarding, and orientation of staff in the Office of the Premier and Ministers' Offices.

Job Overview

Generally speaking, the position provides a link between the BC Public Service Agency and the Office of the Premier to assist with human resource related matters and the implementation of human resources best practices.

Specific job accountabilities include:

- Provides advice and guidance to the Office of the Premier to ensure the effective management of human resources policies, processes, and initiatives.
- Develops job descriptions and advice on setting compensation levels.
- Manages the recruitment and hiring of staff.
- Manages the onboarding of new staff, including orientation and training, and ensuring completion of the Oath of Employment.
- Develops and implements strategies for a wide range of human resources activities including: learning and development, employee and engagement and wellness, talent attraction and retention, and performance management.

The job requirements include:

- A post-secondary degree in a related field.
- 3 years of experience consulting or advising an organization on a range of matters including but not limited to strategic planning, organizational development, employee engagement, project management, talent management.
- Experience leading and resolving complex issues.
- Minimum 2 years' experience working with senior management.

CONTACT: OKENGE YUMA MORISHO
PHONE: 250-886-2369

MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: CORPORATE RECOGNITION PROGRAMS

ADVICE AND RECOMMENDED RESPONSE:

s.13

s.12; s.13

CURRENT STATUS:

For 2019/20, the cost for the Premier's Awards and Long Service Awards is expected to be consistent with 2018/19.

s.12

Both corporate programs are funded through recoveries from ministries on a per-FTE basis under the Public Service Innovation Fund.

s.12

KEY FACTS REGARDING THE ISSUE:

There are guidelines and approval processes in place in every ministry for all recognition gift and award purchases to ensure accountability.

Public service policies state that both staff recognition and retirement gifts are set at a maximum of \$100, unless an expense is approved by executive director or assistant deputy minister. All spending authorities are expected to manage within their allocated budgets for recognition expenditures.

Staff appreciation and recognition awards must be for an employment-related accomplishment. An award cannot be bonus-related.

Public service staff appreciation and recognition programs are in full compliance with Canada Revenue Agency requirements. All awards in excess of the combined total value of \$500 per year, including near-cash items such as gift certificates and gift cards, are treated as taxable benefits and are included in employee income.

Long Service Awards have been in place since 1956. The employees recognized by this program have spent 25 years or more in the BC Public Service. Employees are recognized by the Lieutenant Governor at a ceremony in Victoria every fall. Dinner is provided in addition to a modest gift. Long Service Award recipients are given the option of donating a value of their gift towards a charity of their choice, resulting in approximately \$10,000 in donations in 2018.

The Premier's Innovation and Excellence Awards recognize innovations that improve service delivery and drive innovation in the Public Service. The 15th annual Premier's Awards provincial ceremony will take place November 26, 2019 in Victoria.

CONTACT: RUEBEN BRONEE
PHONE: 250-213-6614

MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: BC PUBLIC SERVICE AGENCY TRAVEL

BACKGROUND / STATUS:

- BC Public Service Agency total travel as at March 31, 2019 was \$1,428,844 (Budget \$1.167M)
- This was an increase of \$260,255 or 22.27% on 2017/18 travel of \$1,168,589 (Budget \$1.147M)
- Travel expenditures increased largely due to:
 - Agency Labour Relations staff travel to facilitate bargaining.
 - Agency Occupational Health and Safety staff travel to manage relationships with benefit service delivery partners and Long Term Disability clients.
 - Delivery of additional Region to Region engagement sessions to increase regional staff involvement.
 - Implementation of new corporate priorities: Behavioural Insights Group, Innovation Hub and Succession Management.
- Strategies utilized to reduce travel included:
 - Increased use of “Live Meetings” via the internet.
 - Continuing and increased use of conference calls.
 - Delivery of multiple courses per location in the regions (reducing trainer travel).

Agency staff incurring the highest travel expenses in 2018/19 were:

Name	Title	Travel Amount	Reason for travel
Korina Tsui	Senior Labour Relations Specialist	\$32,652	Labour relations issues across the province
Sarah Ritchie	Employee Relations Specialist	\$24,394	Labour relations issues across the province
Lori Hurst	Conflict Management Specialist	\$24,256	Conflict Management issues across the province
Sheldon Staszko	Director, Disability and Rehabilitation	\$22,346	Management responsibilities for a distributed staff and client base
Kenneth McLean	Executive Director, Employee Relations	\$21,754	Management responsibilities for a distributed staff and client base

CONTACT: BRUCE RICHMOND
PHONE: 250-818-9925

MINISTER ADVISORY NOTE
APRIL 12, 2019

ISSUE: BC PUBLIC SERVICE AGENCY – PROCUREMENT OF SERVICES

BACKGROUND/STATUS:

- Procurement Guiding Principles:
 - Acquisitions are managed consistent with government policy and requirements of trade agreements.
 - Government receives best value for money.
 - Government buying power is leveraged through corporate supply arrangements (CSA's) where available.
 - Vendors have fair access to information on procurement opportunities, processes and results.
 - Solicitation and contract award processes managed in a prudent and unbiased manner.
- Summary of contracts awarded to 31 of March 2019 (appendix attached)

Procurement Type	Count	Total
100 Open competitive process	2	\$22,076,386.76
201 Direct Award - Sole source	3	192,920.00
207 Direct Award - Services and Construction Under \$25,000	27	325,610.63
300 Competitive process among selected vendors (Construction and Services under \$75,0000)	1	35,000.00
300 Competitive process among selected vendors (Construction and Services under \$75,0000) - 3 Verbal or Written Bids	2	57,988.40
401 Competition among vendors on a pre-qualification list	7	467,875.00
500 Purchase from a Corporate Supply Arrangement (CSA)	42	669,802.17
500 Standing Offer	4	104,780.00
Grand Total	88	\$23,930,362.96

- Total service contracts directly awarded by the BC Public Service Agency until March 31, 2019 totaled \$0.518M or 2.2% of the value of contracts awarded.
- The Benefits Vote has a further \$135M in claims or fee based contracts. These contracts were procured through open competitive processes.

CONTACT: BRUCE RICHMOND
PHONE: 250-818-9925

Contract Number	Legal Contractor Name	Start Date	End Date	Details of Contract	Procurement Type	Amount
C19PSA001-1	TELUS CORPORATION	2018-04-01	2019-03-31	TSS Payroll Services - BCGOV	100 Open competitive process	\$ 18,158,547.76
C19PSA001-2	TELUS CORPORATION	2018-04-01	2019-03-31	TSS Payroll Services - BPS Clients	100 Open competitive process	\$ 3,917,839.00
C19PSA009	MITACS INC.	2018-06-01	2019-08-31	Coordination of the Canadian Science Policy Fellowship Program	201 Direct Award - Sole source	\$96,000
C19PSA029	CAMILLERI, KATHI	2018-06-14	2018-06-15	Deliver workshop of Building Bridges Through Understanding the Village	201 Direct Award - Sole source	\$ 1,920.00
C19PSA086	KORN FERRY (CANADA) INC.	2018-10-25	2019-09-01	Provide executive recruiting services	201 Direct Award - Sole source	\$ 95,000.00
C19PSA007	0914162 B.C. LTD.	2018-04-09	2018-04-30	Facilitate a one-day kinetic learning workshop	207 Direct Award - Services and Construction Under \$25,000	\$ 10,000.00
C19PSA018	CORDECA CONSULTING INC.	2018-05-18	2018-12-31	Drupal 8 platform training and support	207 Direct Award - Services and Construction Under \$25,000	\$ 25,000.00
C19PSA031	SINGER COMMUNICATIONS INC.	2018-06-18	2019-06-30	Conflict Management Services	207 Direct Award - Services and Construction Under \$25,000	\$ 24,500.00
C19PSA032	JUSTICE INSTITUTE OF BRITISH COLUMBIA	2018-06-18	2018-06-30	Deliver training to support Conflict management of Leaders Pilot	207 Direct Award - Services and Construction Under \$25,000	\$4,000
C19PSA039	ABLETECH ASSISTIVE TECHNOLOGIES INC	2018-08-02	2019-10-31	Assistive technology services	207 Direct Award - Services and Construction Under \$25,000	\$ 24,500.00
C19PSA045	TIDES CANADA INITIATIVES SOCIETY	2018-09-17	2018-09-17	Blanket exercise workshop for L@WW	207 Direct Award - Services and Construction Under \$25,000	\$ 3,000.00
C19PSA046	ROBINSON, SARAH CAROLINE	2018-09-18	2018-09-20	Deliver Webinar for L@WW	207 Direct Award - Services and Construction Under \$25,000	\$ 1,000.00
C19PSA047	CAMILLERI, KATHI	2018-09-18	2018-09-20	Deliver Building Bridges Through Understanding a Village Workshop	207 Direct Award - Services and Construction Under \$25,000	\$3,300
C19PSA048	VAN HATTEN, BONNIE LAUREL	2018-09-18	2018-09-21	Blanket exercises workshop for L@WW	207 Direct Award - Services and Construction Under \$25,000	\$3,260
C19PSA049	6267441 CANADA INC.	2018-09-17	2019-03-31	IT architecture standards and policies	207 Direct Award - Services and Construction Under \$25,000	\$ 24,000.00
C19PSA050	VISIONS WEST PHOTOGRAPHY	2018-11-01	2018-11-15	Photography and materials - 2018 Premier's Award	207 Direct Award - Services and Construction Under \$25,000	\$ 2,000.00
C19PSA056	UBC SAUDER SCHOOL OF BUSINESS	2018-10-01	2019-01-31	Deliver an Executive workshop on advanced communication skills.	207 Direct Award - Services and Construction Under \$25,000	\$26,280
C19PSA066	KATHI CAMILLERI CONSULTING	2018-11-22	2019-03-31	Deliver Building Bridges Through Understanding a Village Workshops	207 Direct Award - Services and Construction Under \$25,000	\$ 24,680.00
C19PSA067	TMAMUT INC	2018-12-07	2019-02-11	Deliver keynote speech at Remix event	207 Direct Award - Services and Construction Under \$25,000	\$ 19,740.63
C19PSA068	ROBINSON, SARAH CAROLINE	2019-03-05	2022-03-31	Deliver half-day in-person workshop & webinar for learning about Indian Act	207 Direct Award - Services and Construction Under \$25,000	\$ 12,450.00
C19PSA072	FITZSIMMONS, STACEY	2019-01-09	2019-03-22	Develop and deliver content for Diversity and Inclusion training	207 Direct Award - Services and Construction Under \$25,000	\$ 16,200.00
C19PSA074	VAN HATTEN, BONNIE LAUREL	2019-01-21	2019-03-29	Deliver blanket exercises workshop	207 Direct Award - Services and Construction Under \$25,000	\$ 19,500.00
C19PSA078	MARS DISCOVERY DISTRICT	2019-01-07	2019-02-14	Deliver public service innovation and culture change workshop	207 Direct Award - Services and Construction Under \$25,000	\$ 4,200.00
C19PSA079	THINK SCHOOL OF CREATIVE LEADERSHIP LTD	2019-01-04	2019-02-14	Deliver public service innovation and culture change workshop	207 Direct Award - Services and Construction Under \$25,000	\$ 4,500.00
C19PSA080	SCOTTHORNE, PAUL	2019-02-04	2019-02-05	Provide music for Remix leadership forum	207 Direct Award - Services and Construction Under \$25,000	\$ 600.00
C19PSA081	SUTHERLAND, KATE	2019-01-04	2019-02-14	Deliver public service innovation and culture change workshop	207 Direct Award - Services and Construction Under \$25,000	\$ 2,500.00
C19PSA082	CITYSTUDIO VANCOUVER SOCIETY	2019-01-09	2019-02-14	Deliver public service innovation and culture change workshop	207 Direct Award - Services and Construction Under \$25,000	\$ 4,200.00
C19PSA084	DAUM, JULIE	2019-02-14	2020-01-31	Conflict Management Services	207 Direct Award - Services and Construction Under \$25,000	\$ 24,500.00
C19PSA085	PALMER, KERRY	2019-02-14	2020-01-31	Conflict Management Services	207 Direct Award - Services and Construction Under \$25,000	\$ 24,500.00

Contract Number	Legal Contractor Name	Start Date	End Date	Details of Contract	Procurement Type	Amount
C19PSA095	CHARVAT, LORI	2019-02-28	2019-06-30	Conflict Resolution and Coaching Services	207 Direct Award - Services and Construction Under \$25,000	\$ 9,500.00
C19PSA101	R.F. BINNIE & ASSOCIATES LTD.	2019-03-06	2019-03-07	One 2 day session PM200	207 Direct Award - Services and Construction Under \$25,000	\$ 4,700.00
C19PSA102	CARR CLINE & ASSOCIATES	2019-02-10	2019-03-31	coaching services for s.22	207 Direct Award - Services and Construction Under \$25,000	\$ 3,000.00
C19PSA010	JSBO ENTERPRISES INC.	2018-05-16	2019-05-15	Video editing for regional webcast and provincial ceremony for Premiers Awards	300 Competitive process among selected vendors (Construction and Services under \$75,0000)	\$35,000
C19PSA0061	DEMPSEY, OLIVE	2018-11-12	2019-12-12	To deliver 1 two-day strategic planning session	300 Competitive process among selected vendors (Construction and Services under \$75,0000) - 3 Verbal or Written Bids	\$ 8,000.00
C19PSA053	NESTA	2018-10-01	2019-03-31	Deliver half-day Innovation Session for executives	300 Competitive process among selected vendors (Construction and Services under \$75,0000) - 3 Verbal or Written Bids	\$49,988
C19PSA083	BEHAVIOURAL INSIGHTS (US) INC	2019-01-28	2019-08-30	Provide behavioural advisor and experimental methodology support	401 Competition among vendors on a pre-qualification list	\$ 74,500.00
C19PSA090	PRICEWATERHOUSECOOPERS LLP	2019-03-07	2019-04-19	Behavioural insights services	401 Competition among vendors on a pre-qualification list	\$50,000
C19PSA091	REMEDIA BUSINESS SOLUTIONS INC.	2019-03-25	2019-07-31	Updating Corporate Onboarding tools and workflow	401 Competition among vendors on a pre-qualification list	\$40,000
C19PSA092	ANDRESEN, ISABELLE	2019-03-04	2020-03-31	BehaVioural insights scientific research and data analysis	401 Competition among vendors on a pre-qualification list	\$ 125,000.00
C19PSA093	APPELT, KIRSTIN C	2019-03-06	2020-03-31	BehaVioural insights scientific research and data analysis	401 Competition among vendors on a pre-qualification list	\$ 150,000.00
C19PSA099	BETHINK SOLUTIONS INC.	2019-03-25	2019-10-01	Behavioural insights services	401 Competition among vendors on a pre-qualification list	\$ 16,000.00
C19PSA100	OPENROAD COMMUNICATIONS LTD.	2019-03-19	2019-04-30	ITM Kathy Philips	401 Competition among vendors on a pre-qualification list	\$ 12,375.00
C19PSA004	ARETE SAFETY AND PROTECTION INC.	2018-04-04	2018-04-19	Deliver 5 sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$23,558
C19PSA005	ARETE SAFETY AND PROTECTION INC.	2018-04-18	2018-04-18	Deliver 2 sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$9,808
C19PSA011	ARETE SAFETY AND PROTECTION INC.	2018-05-09	2018-05-23	Deliver 4 sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 20,150.00
C19PSA012	NATIONAL EDUCATION CONSULTING INC.	2018-05-15	2018-10-11	Deliver 2 sessions of PCMP 302	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 13,000.00
C19PSA013	NATIONAL EDUCATION CONSULTING INC.	2018-05-23	2019-02-06	Deliver 2 sessions of Staling Alive in the Procurement Jungle	500 Purchase from a Corporate Supply Arrangement (CSA)	\$6,500
C19PSA016	CLARITY DEVELOPMENT CONSULTING INC	2018-06-01	2019-03-31	Executive coaching fo s.22	500 Purchase from a Corporate Supply Arrangement (CSA)	\$3,000
C19PSA017	PATWELL CONSULTING INC.	2018-05-30	2018-09-30	Consultation for MCF Organization Design Project	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 25,000.00
C19PSA019	SHRED-IT INTERNATIONAL ULC	2018-04-01	2019-03-31	Record Destruction Services	500 Purchase from a Corporate Supply Arrangement (CSA)	\$10,000
C19PSA020	NATIONAL EDUCATION CONSULTING INC.	2018-05-02	2018-05-03	Deliver one 2-day session of PCMP 207	500 Purchase from a Corporate Supply Arrangement (CSA)	\$6,500
C19PSA021	THREE E TRAINING INC.	2018-04-01	2019-03-31	Deliver four sessions of PCMP 204	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 13,200.00
C19PSA022	D C STEVENS CONSULTING GROUP INC.	2018-03-29	2019-02-28	Deliver five 2-day sessions of PCMP 305	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 32,600.00
C19PSA023	HONE PEOPLE DEVELOPMENT CONSULTING CORPORATION	2019-01-23	2019-03-13	Deliver 6 half-day sessions of Discrimination Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$12,260
C19PSA024	HONE PEOPLE DEVELOPMENT CONSULTING CORPORATION	2018-09-12	2018-11-21	Deliver 8 half-day sessions of Discrimination Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$15,526

Contract Number	Legal Contractor Name	Start Date	End Date	Details of Contract	Procurement Type	Amount
C19PSA025	HONE PEOPLE DEVELOPMENT CONSULTING CORPORATION	2018-04-04	2018-06-14	Deliver 8 half-day sessions of Discrimination Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 17,908.40
C19PSA026	R.F. BINNIE & ASSOCIATES LTD.	2018-05-09	2018-07-31	Deliver 4 two-day sessions of PM 200	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 26,733.40
C19PSA027	ARETE SAFETY AND PROTECTION INC.	2018-06-06	2018-06-12	Deliver 3 half-day sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$15,310
C19PSA028	R.F. BINNIE & ASSOCIATES LTD.	2018-05-02	2018-05-03	Deliver 1 two-day session of PM 300	500 Purchase from a Corporate Supply Arrangement (CSA)	\$5,998
C19PSA033	BETTER CHOICE STAFFING LTD.	2018-07-01	2018-09-30	Temporary Help C11 for IYIP	500 Purchase from a Corporate Supply Arrangement (CSA)	\$15,000
C19PSA036	THE HUMPHREY GROUP INC.	2018-08-23	2018-09-05	Deliver 2 two-day sessions of Leadership Presence	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 36,560.00
C19PSA037	ETHOS CAREER MANAGEMENT GROUP LTD.	2018-07-01	2018-09-01	Revise and update content of BCAR to BCIR	500 Purchase from a Corporate Supply Arrangement (CSA)	\$7,500
C19PSA038	ARETE SAFETY AND PROTECTION INC.	2018-07-24	2018-07-24	Deliver 1 half-day session of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$5,313
C19PSA043	ARETE SAFETY AND PROTECTION INC.	2018-09-12	2018-09-12	Deliver 2 half-day sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$8,275
C19PSA054	CADIEUX, SHAWNA	2018-07-03	2018-11-30	Diversity and Inclusion Strategy and related written materials	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 9,050.00
C19PSA055	ARETE SAFETY AND PROTECTION INC.	2018-11-13	2018-11-29	Deliver 5 half-day sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 22,457.50
C19PSA057	THE HUMPHREY GROUP INC.	2018-10-10	2018-12-06	Deliver 3 two-day sessions of Leadership Presence	500 Purchase from a Corporate Supply Arrangement (CSA)	\$53,130
C19PSA058	PATHWISE SOLUTIONS INC.	2018-10-01	2019-01-31	Provide revisions and updating of pre-existing course materials (BCIR website)	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 24,999.99
C19PSA059	INTEXT CONSULTING GROUP INC	2018-10-15	2019-03-31	To deliver coaching support, building division and personal development s. 22	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 10,000.00
C19PSA062	NATIONAL EDUCATION CONSULTING INC. (NECI)	2018-10-30	2018-10-31	To deliver one 2-day session of PCMP 207 Practical Application of the Procurement Lifecycle (Part 2)	500 Purchase from a Corporate Supply Arrangement (CSA)	\$7,857
C19PSA063	R.F. BINNIE & ASSOCIATES LTD.	2018-10-02	2018-10-17	To deliver one 2-day session of PM 200 & four 2-day sessions of PM 300	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 11,030.00
C19PSA064	R.F. BINNIE & ASSOCIATES LTD.	2018-11-05	2018-12-12	To deliver three 2-day session of PM 200 and three 2-day sessions of PM 300	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 20,508.00
C19PSA065	R.F. BINNIE & ASSOCIATES LTD.	2019-01-16	2019-03-21	To deliver three 2-day session of PM 200 and three 2-day sessions of PM 300	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 24,853.70
C19PSA069	PROSHOW AUDIOVISUAL BROADCAST	2018-11-01	2018-11-01	To deliver audio visual services for the Premier's Awards	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 25,189.78
C19PSA070	THE HUMPHREY GROUP INC.	2018-12-03	2018-12-03	Deliver 1 half-day session of Leading Diversity & Inclusion	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 15,602.00
C19PSA073	ARETE SAFETY AND PROTECTION INC.	2019-01-17	2019-01-17	Deliver 2 half-day sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 9,832.00
C19PSA077 (cancelled)	THE HUMPHREY GROUP INC.	2019-03-13	2019-03-14	2 X 7 hour sessions on Leadership Presence training	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 24,615.00
C19PSA087	ARETE SAFETY AND PROTECTION INC.	2019-02-06	2019-02-06	Deliver 2 half-day sessions of Violence Prevention	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 9,758.00
C19PSA088	UDUTU LEARNING SYSTEMS INC.	2019-02-19	2019-03-25	Speak Up' modules for e-learning	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 19,840.00
C19PSA089	NATHAN KING	2019-02-22	2019-03-31	Website design and development	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 17,250.00
C19PSA094	THREE E TRAINING INC.	2019-02-05	2019-02-05	Deliver one 1-day session of PCMP 204	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 3,908.00
C19PSA096	BERLIN, EATON AND ASSOCIATES LTD	2019-12-30	2019-02-14	Facilitation related to ReMix: Leading an Innovative Public Service Project	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 14,997.00

Contract Number	Legal Contractor Name	Start Date	End Date	Details of Contract	Procurement Type	Amount
C19PSA097	PATHWISE SOLUTIONS INC.	2019-03-18	2019-03-29	Provide revisions and updating of pre-existing course - PCMP 110 content	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 5,225.00
C19PSA098	UDUTU	2019-03-07	2019-03-29	To reconfigure Safe and Healthy Workplace e-course content	500 Purchase from a Corporate Supply Arrangement (CSA)	\$ 10,000.00
C19PSA035	BAKER, GRACE ANNE	2018-04-01	2019-03-31	Conflict Management Services	500 Standing Offer	\$ 2,500.00
C19PSA040	HARDER, LEANNE JOYCE	2018-01-08	2020-01-07	Conflict Management Services	500 Standing Offer	\$ 900.00
C19PSA042	ADR EDUCATION LTD.	2018-01-08	2020-01-07	Conflict Management Services	500 Standing Offer	\$82,680
C19PSA051	MENARD, JULIA	2018-04-01	2019-03-31	Conflict Management Services	500 Standing Offer	\$18,700
						<u>\$ 23,930,362.96</u>

**BC PUBLIC SERVICE AGENCY
DIRECT AWARD JUSTIFICATION AND PRE-APPROVAL REQUEST**

CLIFF #:

FORM USAGE AND ROUTING:

This form must be completed by the contract manager to clearly document the justification for direct awarding a service contract and ensures compliance with government contract policy. Unless the contract is an emergency, this form must be completed and pre-approved prior to any discussions with or commitment to the vendor. Pre-approval is required from the expense authority, program assistant deputy minister and the Chief Financial Officer. The original completed and signed form must be retained in the program contract file. Scan and e-mail the completed form to the Financial Management Office at BCPSA.FMO@gov.bc.ca for routing to the Chief Financial Officer.

CONTRACT INFORMATION

Division: Policy, Innovation and Engagement	Branch: Innovation		
Contract Manager Name and Phone #:Stacie Mitchell 250-508-5470			
Legal Contractor Name: TMamut Inc			
Contract Value: 18000	Term: Dec 7/18-Feb 11/19	STOB:	Type: <input checked="" type="checkbox"/> New <input type="checkbox"/> Multiyear <input type="checkbox"/> Renewal/Amendment
Commonly Used Contract STOBs:			
6001/02 - Operational - Fees/expenses for contracts that provide for a direct provision of goods or services in the delivery of government programs (e.g., project mgmt.). 6003/04 - Regulatory - Fees/expenses for contracts that provide for a direct provision of goods or services required by statute or regulation. 6020/21 - Education and Training - Fees/expenses for contracts that deliver training to government employees.		6101/02 - Advisory - Fees/expenses for contracts with the provision of advisory services to the ministry (e.g., management consulting). 6302 - Data Operations Non-WTS - Fees/expenses for contracts that provide for a direct provision of IT related goods/services in the delivery of government programs (e.g., data processing, operating lease rentals). 6309/10 - Data Consulting Non-WTS - Fees/expenses for consulting contracts related to information systems.	

RATIONALE FOR ALL DIRECT AWARD CONTRACTS

- Describe the services required and provide an explanation of why you need to acquire these services.
Keynote speakers will be integral to the success of ReMix: Leading An Innovative Public Service. Leading experts in the field of public service innovation and culture change are not readily available internal to the BCPS. By bringing in subject matter experts from other governments and sectors, ReMix will provide learnings, networking opportunities, inspiration and direction for the leaders of an innovative public service.
- What is the financial or other impact if this direct award is not approved and a competitive process is required?
Unknown- due to the nature of the need for the event there are not other vendors that can offer this specific service.
- Under which Core Policy and Procedures Manual exception is this direct award request being made (see section 6.3.3)?
☐ Public Sector Organization
☒ Sole Source
☐ Sole Source - Notice of Intent
☐ Security, Order, etc.
☐ Emergency
☐ Confidentiality
☐ No Exceptions Apply - Less than \$25,000
- Explain the reasons why this contract meets the criteria of the above selection (i.e., how would a competitive process compromise government confidentiality, cause economic disaster or be contrary to the public interest)?
This is a key note speaker who is the only person who can provide the specific key note that is needed to achieve the goals of the event. While there are other speakers there are none that could duplicate or replicate the specifics of this vendor therefore they are the sole source.
- Has your program used these services in the past? If yes, who was the vendor and was the opportunity competitively bid or direct awarded? Provide the most recent date and contract value.
No
- Will this purchase obligate government to this vendor for future purchases (e.g., maintenance, licensing or continuing need)? If yes, provide details.
No
- Were alternative vendors evaluated? If yes, who were they and why were they unacceptable? If no, why were alternatives not evaluated?
Yes and no. Other vendors were looked at while trying to find the correct speaker however none were seriously considered or contacted.

ADDITIONAL RATIONALE FOR SOLE SOURCE CONTRACTS ONLY

- Why is the requested vendor the only one that can meet your requirements? Provide specific, quantifiable factors and/or qualifications and explain why they are necessary.
 -Has built successful new businesses at Amazon, Salesforce, and IDEO
 -Successful track record of building innovative products and teams from the ground up in complex and highly regulated environments, and creating cultural growth at scale
 -Positive track record working with multiple public sector clients on innovative culture assignments
 -Experienced keynote on Building Cultures of Innovation in public and private partnership events globally
 -PhD in cultural anthropology
- What other suppliers did you consider before arriving at the conclusion that the sole source direct award criteria was met and the requested vendor was the only one that met your needs?

P A R T 4	PRE-APPROVALS		
	Exp. Auth. Name:	ADM Name:	**Chief Financial Officer: Libby Oulton
	Signature & Date	Signature & Date	Signature & Date

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