

CORRECTIONS PROJECT EXECUTIVE BOARD MEETING

Okanagan Correctional Centre

MINUTES – September 14, 2016

3:00– 3:45 PM

PRESENT:

Brent Merchant, Assistant Deputy Minister, Corrections Branch (Chair)

Mark Sieben, Deputy Solicitor General, PSSG

Amanda Farrell, President and CEO, Partnerships BC

David Marr, ED, MoTI

Regrets:

Patrick Livolsi, ADM, MoTI

Sarf Ahmed, Associate Deputy Minister, MTICS

Guest:

Michael Houle, VP, Partnerships BC

Recorder: Tedd Howard, Provincial Director (Capital) and CPO, Corrections Branch

TOPIC	ACTION	STATUS
1. Agenda: Members adopted the agenda as circulated.	All	
2. Update on Digital Video Archive Server Redundancy: <ul style="list-style-type: none">Tedd updated the Board on the status of discussions with Plenary Justice. s.13The Parties agree to amend Schedule 3 - Design and Construction Specifications; clause 9.8.9.2(5)(f) to read: <i>"Systems with critical servers shall include: HMI/PLC, DVMS, Genetec Digital Archive and Directory Servers, and SAM."</i> s.13,s.17	Tedd	Ongoing
3. Key Activities and meeting dates: <ul style="list-style-type: none">Oct 13, 2016 PEB Meets – 3:00 – 3:45Nov 10, 2016 PEB Meets – 3:00 – 3:45Dec 08, 2016 PEB Meets – 3:00 – 3:45	All	Ongoing

Distribution:

- PEB Members
- Michael Houle, PBC
- Del de Medeiros, MTICS

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Sarf Ahmed, Associate Deputy Minister, MTICS

Regrets:

Patrick Livolsi, ADM, MoTI

Mark Sieben, Deputy Solicitor General, PSSG

Guest:

Michael Houle, VP, Partnerships BC

Recorder: Tedd Howard, Provincial Director (Capital) and CPO, Corrections Branch

TOPIC	ACTION	STATUS
1. Agenda: Members adopted the agenda as circulated.	All	
2. Approve Minutes: <ul style="list-style-type: none">Minutes of the September 8, 2016 meeting approved Moved: SA Seconded: AFMinutes of the September 14, 2016 meeting will be approved electronically or at the next meeting.	Tedd	Ongoing
3. CPO Updates: <ul style="list-style-type: none">The CPO report was received and reviewedTedd reported on activities subsequent to Service Commencement. Work on the deficiency list is proceeding appropriately.The CPO will table an agenda item for the next meeting regarding the budget status and potential access to the Project Reserve.	Tedd	Ongoing
4. Future Project Executive Board Meetings: <ul style="list-style-type: none">Board members discussed the need for at least two more meetings and agreed to review at the next meeting..	Brent	Ongoing
5. Key Activities and meeting dates: <ul style="list-style-type: none">Nov 10, 2016 PEB Meets – 3:00 – 3:45Dec 08, 2016 PEB Meets – 3:00 – 3:45	All	Ongoing

Distribution:

- PEB Members
- Michael Houle, PBC
- Del de Medeiros, MTICS

CORRECTIONS PROJECT EXECUTIVE BOARD MEETING

Okanagan Correctional Centre

MINUTES – November 10, 2016

3:00– 3:45 PM

PRESENT:

Mark Sieben, Deputy Solicitor General, PSSG (Chair)

Brent Merchant, Assistant Deputy Minister, Corrections Branch

Sarf Ahmed, Associate Deputy Minister, MTICS

Patrick Livolsi, ADM, MoTI

Regrets:

Amanda Farrell, President and CEO, Partnerships BC

Recorder: Tedd Howard, Provincial Director (Capital) and CPO, Corrections Branch

TOPIC	ACTION	STATUS
1. Agenda: Members adopted the agenda as circulated.	All	
2. Approve Minutes: <ul style="list-style-type: none">Minutes of the September 14, 2016 and October 13, 2016 meeting were approved subsequent to the meeting by an electronic vote. Relevant emails will be circulated with these minutes.	Tedd	Complete
3. CPO Updates: <ul style="list-style-type: none">The CPO report was received and reviewedTedd reported on activities subsequent to Service Commencement. Work on the deficiency list is proceeding appropriately. s.17 s.17 <ul style="list-style-type: none">Tedd reported on the OCC Staff Biometrics project. s.17 <ul style="list-style-type: none">Board members agreed to convene the next PEB meeting on November 29, 2016 to consider these two issues.	Tedd	Ongoing
4. Key Activities and meeting dates: <ul style="list-style-type: none">Nov 29, 2016 PEB Meets – 3:00 – 3:45Dec 08, 2016 PEB Meets – 3:00 – 3:45	All	Ongoing

Distribution:

- PEB Members
- Michael Houle, PBC
- Del de Medeiros, MTICS

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CORRECTIONS PROJECT EXECUTIVE BOARD MEETING

Okanagan Correctional Centre

MINUTES – December 8, 2016

3:00– 3:45 PM

PRESENT:

Mark Sieben, Deputy Solicitor General, PSSG (Chair)
Brent Merchant, Assistant Deputy Minister, Corrections Branch
Amanda Farrell, President and CEO, Partnerships BC
David Marr, Executive Director, MOTI (for Patrick Livolsi)

Regrets:

Sarf Ahmed, Associate Deputy Minister, MTICS
Patrick Livolsi, ADM, MoTI

*circulated
Dec 13/16*

Recorder: Del de Medeiros, Senior Development Manager, Workplace Development Services

TOPIC	ACTION	STATUS
<ul style="list-style-type: none">Agenda: Members adopted the agenda as circulated. The topic of the OIPC Inquiry was added to the agenda.	All	
<ul style="list-style-type: none">Approve Minutes:<ul style="list-style-type: none">Minutes of the November 29, 2016 Project Executive Board Minutes were approved.		Complete
s.13,s.17	Del	Complete
<ul style="list-style-type: none">Update on TB Submission for OCC Project Reserve:<ul style="list-style-type: none">s.12,s.17As this last and only opportunity to access the project reserve the Board members expressed concern that a contingency amount for unknown risks during start-up was not included in the request.s.13,s.17A sequential release project reserve would occur with the contingency amount once all project costs are known.	Del	Ongoing

<ul style="list-style-type: none"> • Update on OCC Litigation: s.21 		
<ul style="list-style-type: none"> • Result of OPIC Inquiry Update: <ul style="list-style-type: none"> • An order was received by MTICS from the OPIC adjudicator to release financial model data to the journalist by January 18th 2017. • It was concluded that MTICS and Plenary have not met the burden of proof that the release of the information would result in in harms to third party interests under Section 21(1) of FIPPA. • Plenary does have the option to appeal the decision under the BC Supreme Court by January 17th. • The CPO will keep the PEB update appraised on any new information. 	Del	Ongoing
<ul style="list-style-type: none"> • Continuance of PEB Meetings: <ul style="list-style-type: none"> • Board members agreed to convene the next PEB meeting on January 8, 2017 and will consider future meetings as issues are resolved in 2017. 	All	Ongoing
<ul style="list-style-type: none"> • Key Activities and meeting dates: <ul style="list-style-type: none"> • Jan 12, 2016 PEB Meets – 3:00 – 3:45 • Feb 9, 2016 PEB Meets – 3:00 – 3:45 	All	Ongoing

Distribution:

- PEB Members
- Michael Houle, PBC

CORRECTIONS PROJECT EXECUTIVE BOARD MEETING

Okanagan Correctional Centre

MINUTES – January 12, 2016¹⁷

3:00– 3:45 PM

PRESENT:

Mark Sieben, Deputy Solicitor General, PSSG (Chair)
Brent Merchant, Assistant Deputy Minister, Corrections Branch
Amanda Farrell, President and CEO, Partnerships BC
Sarf Ahmed, Associate Deputy Minister, MTICS
Patrick Livolsi, ADM, MoTI

Regrets:

Recorder: Del de Medeiros, Senior Development Manager, Workplace Development Services

TOPIC	ACTION	STATUS
<ul style="list-style-type: none">• Agenda: Members adopted the agenda as circulated.	All	
<ul style="list-style-type: none">• Approve Minutes:<ul style="list-style-type: none">• Minutes of the December 8, 2016 Project Executive Board Minutes were approved as circulated.		Complete
<ul style="list-style-type: none">• Biometric Project Update:<ul style="list-style-type: none">• PSSG have recently met with their Biometric Team to discuss the status of implementation. <p>s.13,s.17</p>	Del / Sarf	
<ul style="list-style-type: none">• Update on TB Submission for OCC Project Reserve: s.12,s.13,s.17	Del	Ongoing
<ul style="list-style-type: none">• Result of OPIC Inquiry Update:<ul style="list-style-type: none">• An order was received by MTICS from the OPIC adjudicator to release financial model data to the journalist by January 18th 2017.• It was concluded that MTICS and Plenary have not met the burden of proof that the release of the information would result in harms to third party interests under Section 21(1) of FIPPA.• Plenary does have the option to appeal the decision under the BC Supreme Court by January 17th.	Del	Ongoing

s.14		
<ul style="list-style-type: none"> Key Activities and meeting dates: <ul style="list-style-type: none"> Feb 9, 2016 PEB Meets – 3:00 – 3:45 	All	Ongoing

Distribution:

- PEB Members
- Michael Houle, PBC

MONTHLY STATUS REPORT - OKANAGAN CORRECTIONAL CENTRE

For Period Ending **Oct 2016**

Project Name
Chief Project Officer
Start Date

OKANAGAN CORRECTIONAL CENTRE PROJECT

Tedd Howard

Apr 2012

Target End Date

Oct 2016

PROJECT DASHBOARD (Enter % Complete)

Overall Complete **99%**
Design **100%**

Planning **100%**
Construction **99%**

Procurement **100%**
Service Commencement **100%**

Indicators	Comment/Brief Explanation
Overall Health	<ul style="list-style-type: none"> The third round of ESCS SAT was held successfully on October 26th to verify rectification of deficiencies. Extension of a few outstanding deficiencies have been granted to late November will after that time the remaining items will be tracked in the FM work order system and follow the regular operating regime. A successful opening ceremony was held on October 21st with the Minister of Public Safety and Solicitor General, local dignitaries, the OCC project teams and Corrections staff. ProjectCo, in collaboration with the Province continue the process of redlining the Project Agreement to incorporate contract revisions that were agreed to by both parties during the construction phase. The biometrics team have resumed integration planning after the ESCS. A preliminary change instruction is currently being drafted to incorporate the required revisions to integrate the Provinces biometric solution to the OCC facility.
Scope	A change directive was issued to ProjectCo to revise the PA to make the DVMS servers critical and fault tolerant. A change report from ProjectCo is expected on November 4th. The PEB has previously passed a motion for a maximum contribution of 300k for associated hardware changes.
Schedule	
HR	
Budget	s.12,s.13,s.17
Quality	
Communications	

MAJOR MILESTONES/DELIVERABLES - STATUS**1. Design: Drawing and Mock-up Submissions**

Description	Target Date	%	Comments
Schematic Design Submission	Mar 04, 2014	100%	Complete
Design Development Submission	May 15, 2014	100%	Complete
Computer Mock-up of Living Unit	Apr 23, 2014	100%	Complete
Computer Mock-up of Video Visit Booth	Apr 25, 2014	100%	Complete
Computer Mock-up of Officer Workstation	May 01, 2014	100%	Complete
Computer Mock-up of Video Capture Station	Apr 29, 2014	100%	Complete
50% Construction Documents (Structural/Civil)	May 30, 2014	100%	Complete
95% Construction Documents (Structural/Civil)	Jul 11, 2014	100%	Complete
50% Construction Documents -Pods/DD Central Services	Aug 15, 2014	100%	Complete
Full Cell Prototype In-Situ	Oct 30, 2014	100%	Complete
95% Construction Documents (Pods)	Oct 15, 2014	100%	Complete
50% Construction Documents (Central Services)	Nov 14, 2014	100%	Complete
95% Construction Documents (Central Services)	Feb 27, 2015	100%	Complete

2. Site Development and Construction

Description	Target Date	%	Comments
SARA Permit Site Requirements	Apr 30, 2014	100%	Complete
Enterprise Way Access Road Construction	May 31, 2014	100%	Complete
ProjectCo Site Mobilization	Sep 5, 2014	100%	Complete
Pod 'C' Foundations and Slabs Complete	Dec 17, 2014	100%	Complete
Pod 'B' Foundations and Slabs Complete	Jan 31, 2015	100%	Complete
Pod 'A' Foundations and Slabs Complete	April 30, 2015	100%	Complete
Central Services Foundations and Slabs Complete	Dec 31, 2015	100%	Complete
All Cell Fabrication Complete and Delivered to Site	June 30, 2015	100%	Complete
Central Services Structure Complete	Dec 30, 2015	100%	Complete
Pod 'C' Structure Complete	June 1, 2015	100%	Complete
Pod 'B' Structure Complete	Aug 15, 2015	100%	Complete
Pod 'A' Structure Complete	Dec 22, 2015	100%	Complete
Pod 'C' Interior Finishes Complete	July 15, 2016	100%	Complete
Green House Complete	Sep 16, 2016	100%	Complete
Central Services Interior Finishes Complete	Sep 6, 2016	99%	Substantially Complete
Pod 'B' Interior Finishes Complete	Sep 6, 2016	100%	Complete
Pod 'A' Interior Finishes Complete	Sep 6, 2016	99%	Substantially Complete
Landscaping Complete	Sep 20, 2016	100%	Complete
Security and Door Pneumatics Complete - All Areas	Aug 6, 2016	100%	Complete
Commissioning	Sep 24, 2016	100%	Service Commencement September 30, 2016

BUDGET TRACKING SUMMARY

1. Capital Costs (\$M)

Category	TB Approval	Budget	Committed	Forecast	Total Est.	(Over)/Under
PPP Capital Debt (Including Interest)	S.12	\$ 120.59	\$ 119.85	\$ -	\$ 119.85	\$ 0.74
Provincial Treasury Progress Payments		\$ 72.30	\$ 74.02	\$ -	\$ 74.02	-\$ 1.72
Planning, Procurement & Implement		\$ 10.20	\$ 8.80	\$ 1.27	\$ 10.07	\$ 0.13
Insurance		\$ 0.39	\$ 0.39	\$ -	\$ 0.39	\$ -
Site Services & Utilities Development		\$ 4.60	\$ 4.95	\$ -	\$ 4.95	-\$ 0.35
SUBTOTAL - MTICS		\$ 208.08	\$ 208.01	\$ 1.27	\$ 209.28	\$ 1.20
Corrections Specialized Equipment		\$ 2.50	\$ 2.60	\$ -	\$ 2.60	-\$ 0.10
Corrections Vehicles		\$ 0.91	\$ 0.68	\$ -	\$ 0.68	\$ 0.23
Court Services Equipment & Vehicles		\$ 0.47	\$ 0.47	\$ -	\$ 0.47	\$ -
SUBTOTAL - MOJ		\$ 3.88	\$ 3.75	\$ -	\$ 3.75	\$ 0.13
Project Reserve - MOF		\$ 4.68	\$ -	\$ -	\$ -	\$ 4.68
TOTALS		\$ 216.64	\$ 211.76	\$ 1.27	\$ 213.03	\$ 3.61

Notes: Addition of 918K of IT TSD costs are included in the Planning/Procurement forecast as well as 350k materialized start-up deficiencies

Change from Last Month's Report		\$M
Over Budget amount from above:		\$ 0.92
Under Budget amount from last report:		
Change		\$ 0.92

MONTHLY STATUS REPORT - OKANAGAN CORRECTIONAL CENTRE

2. One-time Operating Costs

Category	TB Request	Budget*	Committed	Forecast	Total Est.	(Over)/Under
Partial Compensation	S.12	\$ 0.50	\$ 0.50	\$ -	\$ 0.50	\$ -
SSBC one-time IM/IT costs		\$ 0.26	\$ -	\$ 0.26	\$ 0.26	\$ -
SSBC contingency for one-time costs		\$ 0.05	\$ -	\$ 0.05	\$ 0.05	\$ -
TOTAL		\$ 0.81	\$ 0.50	\$ 0.31	\$ 0.81	\$ -

S.12

Change from Last Month's Report	\$M
Under Budget amount from above:	\$ -
Under Budget amount from last report:	\$ -
Change	\$ -

The risk report has been summarized into a single table (below). While there are other risks associated with scope, quality, etc., the primary risks that have the greatest potential to impact overall success of the implementation are budget and schedule.

RISK SUMMARY

CATEGORIES	BUDGET			SCHEDULE		
	Likelihood	Cost Impact	Comments	Likelihood	Impact	Comments
Biometrics implementation timelines will span fiscal years			The biometrics implementation will not be completed without funding availability in the next fiscal year.			S.12, S.17
TOTAL RISK IMPACTS \$'S						

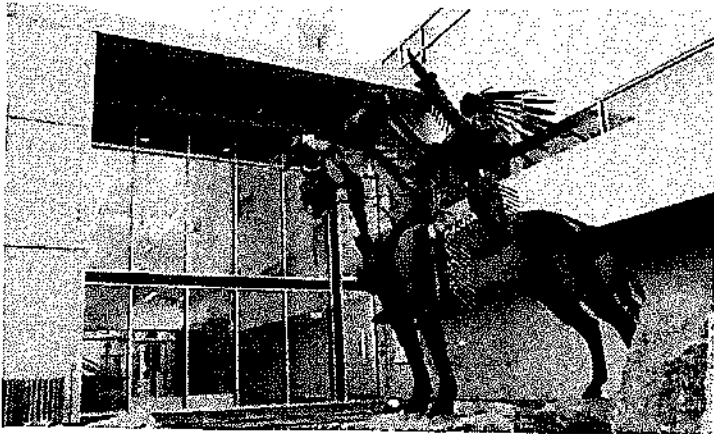
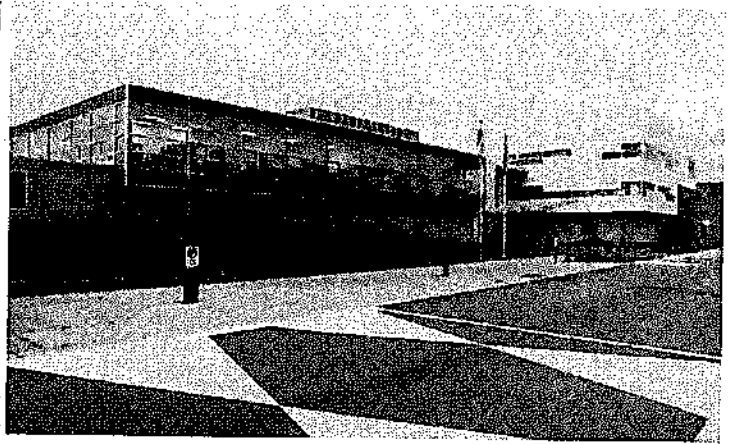
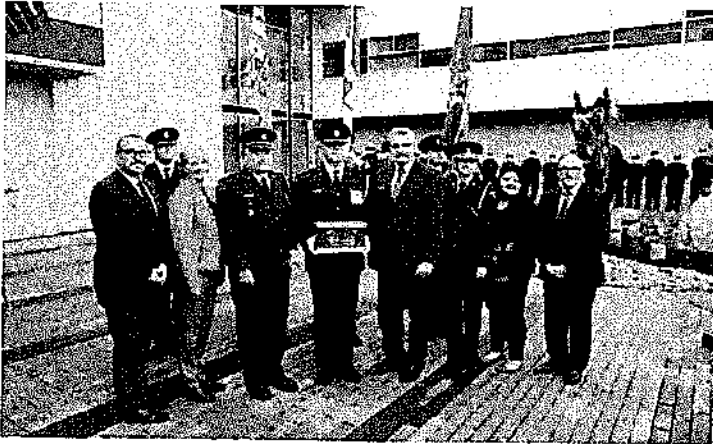
GRAPHIC MATERIALS AND PHOTOS

Below: Project Schedule

Okanagan Correctional Centre	2014												2015												2016											
Project Schedule	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
TB Approval of PA/ Financial Close (Mar 2014)																																				
Design and Construction Documents																																				
Construction																																				
Staff Hiring & Training																																				
On Site Staff Training																																				
Early 2017 Inmate Move-in TBD																																				

PHOTOS

Top Left: Opening Ceremony delivery of the keys to OCC. Top Right: Front elevation of the completed OCC. Below Left: Front Entry Sculpture Below Right: Completed main reception desk



Okanagan Correctional Centre Staff Biometrics

Project Status Report – October 2016

Chief Project Officer: Tedd Howard
Report Date: November 2, 2016
Submitted by: Francesca Tisot (250 387 1565)

Status Summary:

- Biometric Services development and integration work resumed in mid-October.
- Preliminary Change Instructions under development and to be submitted to Project Co. Nov. 4/16

Deliverables - Status

Milestone / Deliverables	Target Date	% Completed	Deliverable Status
StaffNet screen development	November 30	30%	On schedule
Integrated Process Plan	Nov. 7/16	95%	Behind schedule

Deliverables - Scheduled for Next Period

Milestone/Deliverables	Target Date	% Completed	Deliverable Status
StaffNet PIA & integrated checklist	November 30/16	35%	On schedule
Integrated Communications Plan	November 18/16	75%	On schedule
StaffNet report development	November 30/16	10%	On schedule

Budget Summary

Capital Costs	2016/17 Budget	2015/17 Budget Unspent	September Actuals	YTD Actuals	Annual Forecast	Notes
PSSG						
StaffNet Development	\$180,000	\$135,711	\$20,888	\$44,289	\$138,000	
MTICS (DIM)						
Corporate Biometric Service Expans	\$408,000	\$306,580	\$7,935	\$101,420	\$408,000	
Total Capital Costs	\$588,000	\$442,291	\$28,823	\$145,709	\$546,000	

Notes:

- i) Corrections Project Executive Board (PEB) has directed the project team to implement BCeID at a cost not to exceed 250k
- ii) The 16/17 Budget reflects PEB's approval to access 180k of the project reserve. (source: Nov. 16/15" Biometrics for Okanagan Correctional Centre Staff - Update #2")
- iii) In 15/16, 25k of StaffNet requirements completion, technical and functional design work was funded by the PSSG Research and Development Fund
- iiii) The fourth-month project suspension has resulted in approximately 140 hours of lost productivity on the StaffNet stream creating a budget pressure of approximately 13K, included in Annual Forecast

Risk Summary

Risk #	Risk Event or Assumption	Probability	Impact	Action/Contingency Plan	Comments
1.	s.13				



2016 Decision Note

Project Executive Board

Date: November 3, 2016

Cliff #: 105319

Issue: Information Technology Capital requirement for the Okanagan Correctional Centre (OCC).

s.13,s.17

Cons:

- None identified.

Background / Facts:

s.13,s.17

TS is incurring higher than expected capital expenditures this fiscal with the Public Service growing at a slow but steady rate. This not only increases the number of workstations the OCIO has to purchase, but adds volumes & additional consumption to the other IT services the OCIO provides.

TS continuously has to weigh decisions on fulfilling client orders versus investing capital to maintain the IT infrastructure. To continue to defer maintenance in order to stay within budget increases the risk of infrastructure failure.

Analysis:

The total s.13,s.17

covers Network Services, Workstations for staff and

fingerprint Biometrics.

- The Network cost of \$ s.1 is for building telecommunications, data network and internet access, which requires 22 data network switches and associated hardware.

.../2

- A total amount of S.17 is for 225 workstations for the staff at OCC.
- The forecasted capital amount to be spent for the Biometric system in fiscal S.17
The system will be developed so that Corrections security officers can positively identify staff and contractors using fingerprint biometrics within the Okanagan Correctional Centre.

The current approach of funding the OCC IT capital requirements through S.17 capital allocation has led to a capital deficit within TS with direct impact to ministry orders for IT services and deferral of infrastructure maintenance activities.

Approved / Not Approved

Final approver to specify if the recommendation has been approved or one of the other options or simply not approved.



Mark Sieben, Chair, OCC Project Executive Board

December 22, 2016

Date

Contact: Ian Bailey, Assistant Deputy Minister