

# CROWN AGENCIES SECRETARIAT

## TRANSITION BRIEFING MATERIAL – October 2022

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## MINISTRY PROFILE

### Ministry:

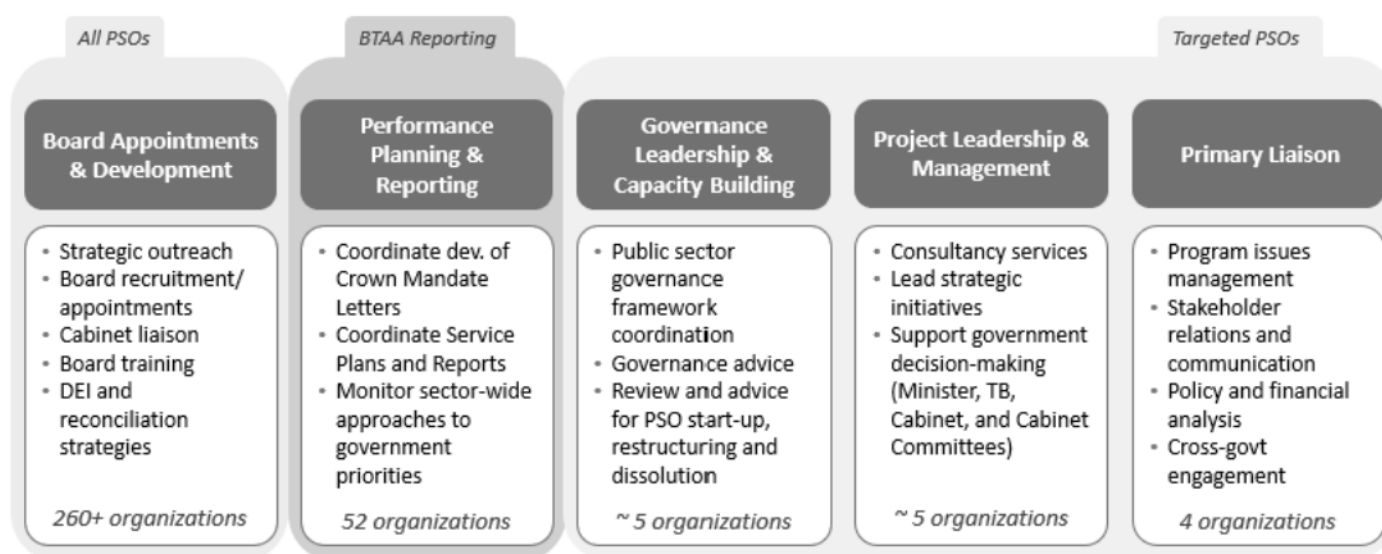
The work that the Crown Agencies Secretariat (CAS) leads with Crown agencies directly supports government's priorities, such as improving affordability for British Columbians and ensuring good jobs and livelihoods for citizens. CAS's ongoing work will help establish a culture of collaboration, transparency and accountability across the Crown sector, enabling government to be nimble and responsive when issues emerge.

### Ministry Mandate:

CAS is a central agency that supports public sector organizations (PSOs) to operate effectively, in the public interest, and aligned with government's strategic direction and priorities. There are approximately 250 PSOs in BC. They include Crown agencies, boards, commissions, tribunals, advisory bodies, independent authorities and societies. PSOs deliver public services to the people of BC and collectively provide stewardship of almost two-thirds of the provincial budget. They are accountable to the public through a responsible government minister.

CAS supports specific Crown agencies that are strategically important to government including the oversight of the Liquor Distribution Branch (LDB), British Columbia Lottery Corporation (BCLC), B.C. Ferry Authority (BCFA), and the Insurance Corporation of British Columbia (ICBC). CAS is also actively supporting a range of other ministries with their Crowns on an advisory basis, including the Ministry of Attorney General and Minister Responsible for Housing, Ministry of Energy, Mines and Low-Carbon Innovation, Ministry of Transportation and Infrastructure and Ministry of Tourism, Arts, Culture and Sport. CAS includes the Crown Agencies and Board Resourcing Office (CABRO), which provides oversight of governance, training, corporate accountability and appointments to all Crown corporations, agencies, boards and commissions.

CAS was established in November 2020 to provide strategic oversight and support to Crown agencies and the Crown sector. CAS adopts a collaborative approach to supporting and advising ministries and their public sector organizations, working in partnership with the organizations and their responsible ministries to manage and resolve issues and leverage opportunities. CAS offers a range of services summarized below, with examples provided in Appendix A:



Glossary: PSO is Public Sector Organization; BTAA is *Budget Transparency and Accountability Act*

**Full Time Equivalents (FTEs):**

46 Cabinet Confidences; Government Financial Information does not include the Liquor Distribution Branch (LDB))

it

**Executive Organizational Chart:**



*\*LDB is a separate entity from the Crown Agencies Secretariat, but reports through to the Associate Deputy Minister.*

**Budget:**

Core Business Area	2021/22 Restated Estimates	2022/23 Estimates	2023/24 Plan	2024/25 Plan
<b>Operating Expenses (\$000)</b>				
Crown Agencies Secretariat	2,589	7,034	6,962	6,871

*Note that the Crown Agencies Secretariat’s budget is included as a line in the 2022/23 - 2024/25 Ministry of Finance’s Service Plan.* Cabinet Confidences; Government Financial Information

Cabinet Confidences; Government Financial Information

*Budget does not include the LDB.*

## Appendix A – Examples of CAS' Work

PSO	Board Appointments & Development
All PSOs	<ul style="list-style-type: none"> <li>• Processed up to 950 public appointments for approx. 260+ PSOs, including chair appointments.</li> <li>• Annually designed, coordinated or participated in 100 + board interview panels across all sectors.</li> <li>• Developing the Diversity, Equity and Inclusion (DEI) Board Appointment Strategy (in progress).</li> <li>• Developing the Reconciliation Training Strategy per DRIPA Action Plan 3.1 (in progress).</li> <li>• Delivers training/development related to governing in the public interest (e.g., online training program, annual conference for board chairs and directors)</li> </ul>
PSO	Performance Planning and Reporting
BTAA reporting PSOs	<ul style="list-style-type: none"> <li>• Per BTAA requirements, administered the preparation and publication of Service Plans and Annual Service Plan Reports for 30 PSOs and 22 ministries, including coordination of content development from the Premier's Office, TBS (PBO and FPE) and other central agencies.</li> </ul>
PSO	Governance Leadership & Capacity Building
All PSOs	<ul style="list-style-type: none"> <li>• Revised the PSO governance and accountability framework and developed new Best Practice Guidelines for Governing Boards, Advice/Recommendations</li> </ul>
PSO Creation	<ul style="list-style-type: none"> <li>• Provided advice and significant supports to responsible ministries on the creation of PSOs (e.g., Anti-racism Data Council, Stronger BC Young Leaders Council, ESG Centre of Excellence, etc.).</li> </ul>
BC Transit	<ul style="list-style-type: none"> <li>• Supporting MOTI in building up a new governance structure and engagement between ministry and Crown executive.</li> </ul>
Royal BC Museum	<ul style="list-style-type: none"> <li>• Advice/Recommendations</li> </ul>
BC Housing	<ul style="list-style-type: none"> <li>• Working with MAG to implement governance-related recommendations from the EY review of BC Housing Financial Controls and Operations and overseeing BC Housing's work to implement the recommendations.</li> <li>• Worked with MAG to develop a new governance structure and provided secretariat function.</li> </ul>
PSO	Project Leadership & Management
BC Housing	<ul style="list-style-type: none"> <li>• Initiated and led contract management for 3rd party review of BC Housing Operations and financial systems capacity. CAS oversaw completion and release of the review.</li> </ul>
BC Rail	<ul style="list-style-type: none"> <li>• Cabinet Confidences</li> </ul>
PSO	Primary Liaison
Insurance Corporation of BC	<ul style="list-style-type: none"> <li>• Cabinet Confidences</li> <li>•</li> <li>•</li> </ul>

## Appendix A – Examples of CAS' Work

	<ul style="list-style-type: none"> <li>• Daily communications support, including media requests, news releases and events, Minister statements, key messages and speaking notes, as well as issues management.</li> </ul>
BC Lottery Corporation	<ul style="list-style-type: none"> <li>• Cabinet Confidences</li> <li>• Supporting minister responsible on replacement of Gaming Control Act.</li> </ul>
BC Liquor Distribution Branch	<ul style="list-style-type: none"> <li>• Cabinet Confidences</li> <li>• Led government's engagement with Business Technical Advisory Panel, including cross-government coordination and secretariat support.</li> <li>• Ongoing issues management support, e.g., supply chain issues caused by severe weather events, government directive to ban the sale of Russian liquor products, BCGEU job action and restart of distribution networks.</li> </ul>
BC Ferry Authority	<ul style="list-style-type: none"> <li>• Oversaw creation of business plan to assist the BCFA in identifying the resources it requires to transition to become a more independent, self-sufficient operating entity and deliver on its public interest oversight capacity.</li> </ul>

## EXECUTIVE MEMBER BIOGRAPHY



**Name:** Cheryl May

**Title:** Associate Deputy Minister

**Division:** Crown Agencies Secretariat

**Ministry:** Ministry of Finance

Cheryl was appointed Associate Deputy Minister of the Crown Agencies Secretariat in the Ministry of Finance in January of 2022. In this role, Cheryl leads work related to the governance and oversight of crown corporations and directly oversees a number of crown corporations of strategic importance to government. The Crown Agencies Secretariat manages government board appointments across the public sector, coordinates the planning and reporting required of ministries and crown corporations, and provides advice and support to ministries and crowns regarding governance practices.

Prior to this Cheryl was the Assistant Deputy Minister of the Office of Housing and Construction Standards in the Ministry of Attorney General and Responsible for Housing and prior to that was an Assistant Deputy Minister in the Ministry of Child and Family Development. Cheryl has led numerous legislative and policy initiatives throughout her career with the public service.

Cheryl holds a Bachelor's degree in Social Work and a Master's degree in Public Administration.



