



BC Public Service Agency

2024/25 Estimates (April / May 2024)

**Honourable Katrine Conroy
Minister of Finance**

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Resource Summary

Core Business Area	2023/24 Estimates	2024/25 Estimates	2025/26 Plan	2026/27 Plan
Operating Expenses (\$000)				
BC Public Service Agency	63,385	69,815	69,815	69,815
Benefits and Other Employment Costs	1	1	1	1
Long Term Disability Fund Special Account	28,737	29,470	29,470	29,470
Total	92,123	99,286	99,286	99,286
Ministry Capital Expenditures (Consolidated Revenue Fund) (\$000)				
BC Public Service Agency	10	10	10	10
Total	10	10	10	10

*Further information on program funding and vote recoveries is available in the Estimates and Supplement to the Estimates."

Resource Summary per Estimates

BC Public Service Agency				
Operations Vote				
Operating Expense (\$000's)				
Core Businesses	Budget 2023/24	2024/25	2025/26	2026/27
Human Resources				
Operations	16,961	17,925	17,925	17,925
Strategy, Policy and Partnerships	10,429	10,824	10,824	10,824
Communications, Learning and Engagement	1,618	2,033	2,033	2,033
Employee Relations	5,199	5,654	5,654	5,654
Corporate Services	29,178	33,379	33,379	33,379
Total	63,385	69,815	69,815	69,815

BC PUBLIC SERVICE AGENCY
Agency Operations Vote (Vote 28)
IMPLICATIONS OF 2024/25 FUNDING

Compared to the 2023/24 budget of \$63.385M, the 2024/25 budget for the BC Public Service Agency (Vote 28) increased by \$6.430M or 10.14% to \$69.815M (see Resource Summary per Estimates).

Highlights of changes include:

Agency expenditures increase by:

- \$2.687M for Schedule A and Management Classification and Compensation Framework (MCCF) wage increases
- \$3.743M for contractual Consumer Price Index (CPI) and growth fees on Telus contract

Employee Benefits Chargeback Rate remains unchanged at 25.4%.

CRF Capital Budget

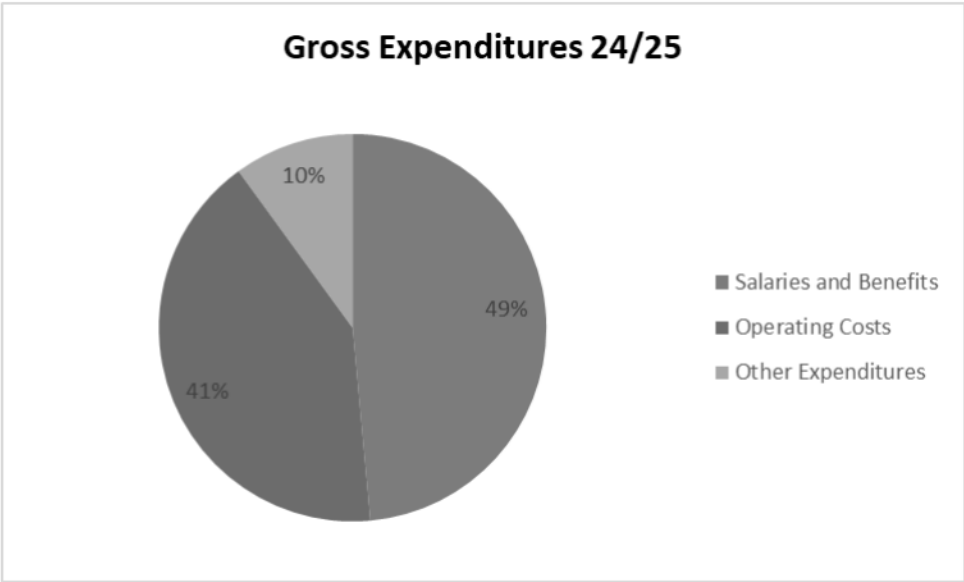
Compared to the 2023/24 budget, the capital budget in 2024/25 is unchanged at \$0.010M. The capital budget is for minor capital equipment needs in technology under the Workplace Health & Safety program and audio-video equipment used by the Agency to support the Premier's Awards ceremonies.

Reductions/Increases for 2025/26 and 2026/27

Compared to the 2024/25 budget of \$69.815M, the 2025/26 and 2026/27 budgets remain the same at \$69.815M

BC PUBLIC SERVICE AGENCY
Operations Vote (Vote 28)
Supplement to the Estimates by STOB

	2023/24 Estimates \$000	2024/25 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) \$000
Salaries and Benefits	41,254	43,941	2,687	6.51%
Operating Costs	33,778	37,521	3,743	11.08%
Government Transfers	0	0	0	0.00%
Other Expenditures	9,060	9,060	0	0.00%
Expenses Sub-Total	84,092	90,522	6,430	7.65%
Transfer to LTD Special Account	0	0	0	0.00%
Recoveries from LTD Special Account	-450	-450	0	0.00%
Special Account Transfer Sub-Total	-450	-450	0	0.00%
Recoveries Internal to CRF	-16,237	-16,237	0	0.00%
Recoveries External to CRF	-4,020	-4,020	0	0.00%
Recoveries Sub-Total	-20,257	-20,257	0	0.00%
Total	63,385	69,815	6,430	10.14%
Capital	10	10	0	0.00%



Appendix 1 – Schedule A Employees

Schedule A Employees

The Agency has 281 Schedule A employees, 257 of whom are paid through the Operations Vote.

Resource Summary per Estimates

BC Public Service Agency				
Benefits and Other Employment Costs Vote				
Operating Expense (\$000's)				
Core Businesses	Budget 2023/24	2024/25	2025/26	2026/27
Pension Contributions & Retirement Benefits	467,138	491,241	492,966	493,805
Employer Health Tax	55,126	169,995	171,720	172,558
Employee Health Benefits	144,069	60,126	60,126	60,126
Long Term Disability	46,067	52,668	52,668	52,668
Other Benefits	9,082	9,082	9,082	9,082
Benefits Administration	11,247	11,542	11,542	11,542
Recoveries	(732,728)	(794,653)	(798,103)	(799,780)
Total	1	1	1	1

BC PUBLIC SERVICE AGENCY
Benefits and Other Employment Costs (Vote 29)
IMPLICATIONS OF 2024/25 FUNDING

The 2024/25 net budget for the Benefits Vote (Vote 29) increased by \$61.925M or 8.45% to \$794.654M compared to the 2023/24 budget of \$732.729M.

The 2024/25 gross budget for the Benefits Vote (Vote 29) increased by \$62.105 or 7.62% to \$876.994M compared to the 2023/24 budget of \$814.889M (see Supplement to the Estimates by STOB below).

Highlights of changes include:

- \$24.103M increase in pension contributions and retirement benefits due to higher projected salary base.
- \$26.106M increase in Employee Health Benefits mainly due to WCB claim changes and projected benefit costs
- \$6.601M increase in Long Term Disability costs due to higher salary base.
- \$5M increase in Employer Health Tax due to higher salary base.
- \$0.295M increase in Benefits Administration costs due to increase costs in Workplace Health and Safety.
- \$61.925M increase in internal recoveries (benefits chargeback) to cover projected costs.

CRF Capital Budget

Compared to the 2023/24 budget, there is no change to the capital budget in 2024/25. There is no capital budget for the Benefits Vote.

Reductions/Increases for 2025/26 and 2026/27

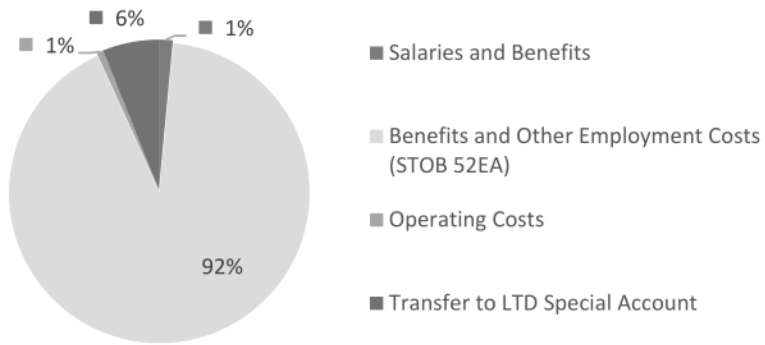
In terms of net expenditures, the 2025/26 budget for the Benefits Vote (Vote 29) will increase by \$3.450M or 0.43%, to \$798.104M, compared to the 2024/25 budget of \$794.654M and the 2026/27 budget will increase by \$5.127M or 0.65%, to \$799.781M, compared to the 2024/25 budget of \$794.654M.

In terms of gross expenditures, the 2025/26 budget for the Benefits Vote (Vote 29) will increase by \$3.450M or 0.39%, to \$880.444, compared to the 2024/25 budget of \$876.994M and the 2026/27 budget will increase by \$5.127M or 0.58%, to \$882.121M.

BC PUBLIC SERVICE AGENCY
Benefits Vote (Vote 29)
Supplement to the Estimates by STOB

	2023/24 Estimates \$000	2024/25 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) \$000
Salaries and Benefits	12,556	13,282	726	5.78%
Benefits and Other Employment Costs (STOB 52EA)	761,222	816,567	55,345	7.27%
Operating Costs	6,558	6,422	-136	-2.07%
Government Transfers	350	350	-	0.00%
Other Expenditures	201	201	-	0.00%
Expenses Sub-Total	780,887	836,822	55,935	7.16%
Transfer to LTD Special Account	47,398	53,999	6,601	13.93%
Recoveries from LTD Special Account	-13,395	-13,826	-431	3.22%
Special Account Transfer Sub- Total	34,003	40,173	6,170	18.15%
Recoveries Internal to CRF (Benefits Chargeback)	-732,728	-794,653	-61,925	8.45%
Recoveries Internal to CRF (Benefits admin)	-83	-83	-	0.00%
Recoveries External to CRF	-82,078	-82,258	-180	0.22%
Recoveries Sub-Total	-814,889	-876,994	-62,105	7.62%
Total	1	1	-	0.00%
Capital	-	-	-	0.00%

Gross Expenditures 2024/25



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 2024/25 employee benefits chargeback rate will stay at 25.4% as in fiscal year 2023/24.

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, Employer Health Tax) and other benefits (e.g., group aviation insurance, legal services).
2. Treasury Board (TB) staff compiles information regarding estimated salary budgets for ministries and agencies receiving benefits.
3. Finally, TB staff calculates and sets 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
Estimated salary base	by)	
Employee benefits chargeback rate		\$1,680,000,000 (equals) 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.

Schedule A Employees

The Agency has 281 Schedule A employees, 24 of whom are paid through the Benefits Vote.

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Withheld pursuant to/removed as
Government Financial Information

Resource Summary per Estimates

BC Public Service Agency				
Long Term Disability Fund Special Account				
Operating Expense (\$000's)				
	Budget 2023/24	2024/25	2025/26	2026/27
Core Businesses				
LTD Fund Special Account	28,737	29,470	29,470	29,470
Total	28,737	29,470	29,470	29,470

**BC PUBLIC SERVICE AGENCY
LTD Fund Special Account
IMPLICATIONS OF 2024/25 FUNDING**

Compared to the 2023/24 budget of \$28.737M, the 2024/25 budget for the LTD Fund Special Account increased by \$0.733M or 2.55% to \$29.470M (see Resource Summary per Estimates).

Highlights of changes include:

- Increase of \$12.800M in Benefit payments due to 2024/25 salary increases (2%), excluded employee LTD benefits changes and potential impact of changes in actuarial assumptions.
- Increase of \$0.457M due to increases in administration costs.
- Increase of \$6.601M in Transfer from Benefits Vote due to increased salary base for provincial government employees.
- Increase of \$5.923M in recoveries due to increased salary base for provincial government employees and increases in entities' contribution rates.

CRF Capital Budget

Compared to the 2023/24 restated budget, there is no change to the capital budget in 2024/25. There is no capital budget for the LTD Fund Special Account.

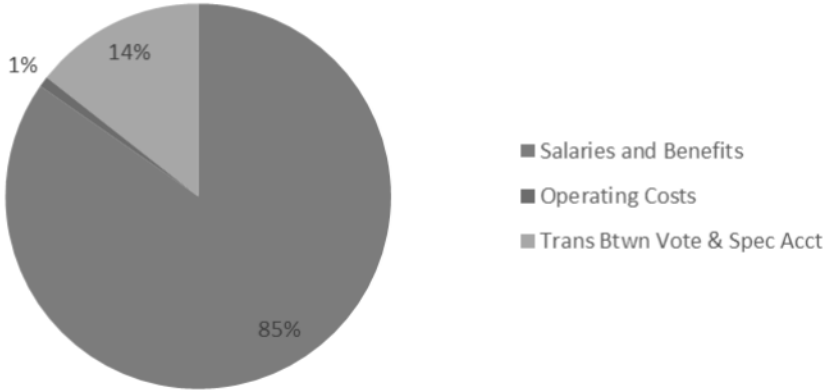
Reductions/Increases for 2025/26 and 2026/27

Compared to the 2024/25 budget of \$29.470M, the 2025/26 and 2026/27 budgets remain the same at \$29.470M.

BC PUBLIC SERVICE AGENCY
Long Term Disability Fund Special Account
Supplement to the Estimates by STOB

	2023/24 Estimates \$000	2024/25 Estimates \$000	Increase (Decrease) \$000	Increase (Decrease) \$000
Salaries and Benefits	71,200	84,000	12,800	17.98%
Operating Costs	875	901	26	2.97%
Trans Btwn Vote & Spec Acct	13,845	14,276	431	3.11%
Other Expenditures	70	70	-	0.00%
Expenses Sub-Total	85,990	99,247	13,257	15.42%
Transfer from Ministry Operations Vote	-47,398	-53,999	-6,601	13.93%
Recoveries from LTD Special Account	-	-	-	0.00%
Special Account Transfer Sub- Total	-47,398	-53,999	-6,601	13.93%
Recoveries Internal to CRF	-335	-652	-317	94.63%
Recoveries External to CRF	-9,520	-15,126	-5,606	58.89%
Recoveries Sub-Total	-9,855	-15,778	-5,923	60.10%
Total	28,737	29,470	733	2.55%
Capital	-	-	-	0.00%

Gross Expenditures 24/25



MINISTER ADVISORY NOTE

JANUARY 31, 2024

ISSUE: LONG TERM DISABILITY SPECIAL ACCOUNT HISTORY

ADVICE AND RECOMMENDED RESPONSE:

- **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.**
- **The LTD Special Account was established in Budget 2016 to enable 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. Consolidation of cash balances across government, including the LTD Plan investments, supported government's debt management strategy. Reduced taxpayer-supported debt-to-GDP ratio helps protect government's triple-A credit rating.**
- **The change did not impact beneficiaries or participating employers.**

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 20 outside organizations who have all signed participation agreements with the Province. As of January 31, 2024, there were 42,994 employees covered by the LTD Plan.

CURRENT STATUS:

- **At January 31, 2024 there were 1,709 employees on LTD.**

KEY FACTS REGARDING THE ISSUE:

- The plan is governed by the Deputy Minister, BC Public Service Agency and supported by the Disability Benefits Administration Branch and the Financial Management Office of the PSA.
- The BC Public Service Agency is responsible for administering the LTD Plan. Canada Life is under contract to adjudicate LTD claims and manage claimants who are eligible for benefits.
- The BC Public Service Agency produces a Long-Term Disability Annual Report for participating employers.
- The Province maintains a liability that is the estimated value to pay out the future value of existing claims. It is adjusted twice a year based on actuarial valuation. As at March 31st, 2023, the booked liability was \$515M.

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MINISTRY OF FINANCE

VOTE DESCRIPTIONS

(\$000)

Estimates
2023/24Estimates
2024/25**VOTE 28 — 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**

Human Resources Operations.....	16,961	17,925
Strategy, Policy and Partnerships.....	10,429	10,824
Communications, Learning and Engagement.....	1,618	2,033
Employee Relations.....	5,199	5,654
Corporate Services.....	29,178	33,379
	<u>63,385</u>	<u>69,815</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 diversity and inclusion, compensation and classification, payroll, learning services, performance management, development, 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 28 — BC PUBLIC SERVICE AGENCY

63,385

69,815

MINISTRY OF FINANCE

VOTE DESCRIPTIONS

(\$000)

Estimates
2023/24Estimates
2024/25**VOTE 29 — 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.....	467,138	491,241
Employer Health Tax.....	55,126	60,126
Employee Health Benefits.....	144,069	169,995
Long Term Disability.....	46,067	52,668
Other Benefits.....	9,082	9,082
Benefits Administration.....	11,247	11,542
Recoveries.....	(732,728)	(794,653)
	<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 29 — BENEFITS AND OTHER EMPLOYMENT COSTS

1

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MINISTRY OF FINANCE

SPECIAL ACCOUNTS¹
(\$000)

	Estimates 2023/24	Estimates 2024/25
LONG TERM DISABILITY FUND SPECIAL ACCOUNT		
This account was established under the <i>Public Service Benefit Plan Act</i> in 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.....	851,171	870,787
OPERATING TRANSACTIONS		
Revenue.....	48,353	51,071
Expense.....	(85,990)	(99,247)
Internal and External Recoveries.....	9,855	15,778
Transfer from Ministry Operations Vote.....	47,398	53,999
Net Revenue (Expense).....	<u>19,616</u>	<u>21,601</u>
FINANCING TRANSACTIONS		
Receipts.....	—	—
Disbursements.....	—	—
Capital Expenditures.....	—	—
Net Cash Source (Requirement).....	<u>—</u>	<u>—</u>
PROJECTED SPENDING AUTHORITY AVAILABLE AT THE END OF THE FISCAL YEAR ².....	870,787	892,388

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 2023/24 is based on the 2022/23 *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 28 BC Public Service Agency

Description	Total 2023/24 Operating Expenses	50	51	52	54	Total Salaries and Benefits	55	57	59	60	63	65	67	68	69
BC Public Service Agency	63,385	34,870	212	8,859	—	43,941	—	1,027	307	1,853	29,525	3,441	780	—	—
Human Resources Operations	16,961	13,289	120	3,376	—	16,785	—	164	—	29	108	389	780	—	—
Strategy, Policy and Partnerships	10,429	7,491	63	1,903	—	9,457	—	410	—	1,306	134	1,220	—	—	—
Communications, Learning and Engagement	1,618	4,210	10	1,070	—	5,290	—	89	—	378	82	1,431	—	—	—
Employee Relations	5,199	4,324	1	1,098	—	5,423	—	265	246	—	45	125	—	—	—
Corporate Services	29,178	5,556	18	1,412	—	6,986	—	99	61	140	29,156	276	—	—	—
Total	63,385	34,870	212	8,859	—	43,941	—	1,027	307	1,853	29,525	3,441	780	—	—

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 2024/25 Operating Expenses
—	—	495	93	37,521	—	—	—	—	—	—	9,060	9,060	(450)	(16,237)	(16,687)	(2,215)	(1,805)	(4,020)	69,815
—	—	—	—	1,470	—	—	—	—	—	—	45	45	—	(325)	(325)	(25)	(25)	(50)	17,925
—	—	—	83	3,153	—	—	—	—	—	—	—	—	—	(1,782)	(1,782)	—	(4)	(4)	10,824
—	—	—	—	1,980	—	—	—	—	—	—	8,049	8,049	—	(13,286)	(13,286)	—	—	—	2,033
—	—	—	—	681	—	—	—	—	—	—	9	9	(450)	(3)	(453)	—	(6)	(6)	5,654
—	—	495	10	30,237	—	—	—	—	—	—	957	957	—	(841)	(841)	(2,190)	(1,770)	(3,960)	33,379
—	—	495	93	37,521	—	—	—	—	—	—	9,060	9,060	(450)	(16,237)	(16,687)	(2,215)	(1,805)	(4,020)	69,815

MINISTRY OF FINANCE
(\$000)

VOTE 29 Benefits and Other Employment Costs

Description	Total 2023/24 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	10,592	—	819,257	—	829,849	—	187	3,457	1,241	1,097	440	—	—	—
Pension Contribution and Retirement Benefits	467,138	—	—	503,560	—	503,560	—	—	—	—	—	—	—	—	—
Employer Health Tax	55,126	—	—	62,000	—	62,000	—	—	—	—	—	—	—	—	—
Employee Health Benefits	144,069	—	—	245,062	—	245,062	—	—	—	—	—	—	—	—	—
Long Term Disability	46,067	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Other Benefits	9,082	—	—	5,945	—	5,945	—	—	3,457	250	—	—	—	—	—
Benefits Administration	11,247	10,592	—	2,690	—	13,282	—	187	—	991	1,097	440	—	—	—
Recoveries	(732,728)	—	—	—	—	—	—	—	—	—	—	—	—	—	—
Total	1	10,592	—	819,257	—	829,849	—	187	3,457	1,241	1,097	440	—	—	—

Statutory Appropriations

Description	Total 2023/24 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	76,135	—	—	84,000	—	84,000	—	—	—	901	—	—	—	—	—
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 2024/25 Operating Expenses
—	—	—	—	6,422	—	—	350	350	53,999	—	201	54,200	(13,826)	(794,736)	(808,562)	(11,469)	(70,789)	(82,258)	1
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(4,145)	(8,174)	(12,319)	491,241
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	(1,874)	(1,874)	60,126
—	—	—	—	—	—	—	—	—	—	—	—	—	(10,767)	—	(10,767)	(6,616)	(57,684)	(64,300)	169,995
—	—	—	—	—	—	—	—	—	53,999	—	—	53,999	—	—	—	(336)	(995)	(1,331)	52,668
—	—	—	—	3,707	—	—	—	—	—	—	—	—	(12)	—	(12)	(68)	(490)	(558)	9,082
—	—	—	—	2,715	—	—	350	350	—	—	201	201	(3,047)	(83)	(3,130)	(304)	(1,572)	(1,876)	11,542
—	—	—	—	—	—	—	—	—	—	—	—	—	—	(794,653)	(794,653)	—	—	—	(794,653)
—	—	—	—	6,422	—	—	350	350	53,999	—	201	54,200	(13,826)	(794,736)	(808,562)	(11,469)	(70,789)	(82,258)	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 2024/25 Operating Expenses
—	—	—	—	901	—	—	—	—	14,276	—	70	14,346	—	(652)	(652)	(1,855)	(13,271)	(15,126)	83,469
—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—

BC Public Service Human Resources Statistics

INTRODUCTION

The BC Public Service (BCPS) is one of the largest employers in the province, with talented people working in hundreds of jobs. Employees provide financial, legal and technical expertise ensuring a stable, accountable system of government. The BCPS delivers frontline services protecting public safety, communities, the environment, natural resources and our most vulnerable. We support the success of the broader public sector, including education, health care and local governments. And we help lay the groundwork for the economic and social prosperity of everyone who calls B.C. home

This document is intended to provide a snapshot of the BC Public Service workforce. The data shown in this report is as of March 31, 2024, unless otherwise noted. Some information will only be updated biennially as available.

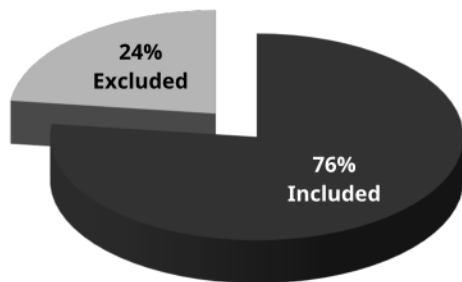
BC Public Service Human Resources Statistics

EMPLOYEE COMPOSITION

Current Headcount (CORE Government, Regular and Auxiliary employees as of March 31, 2024):

40,363 employees

In the last decade, this is the *peak* headcount.

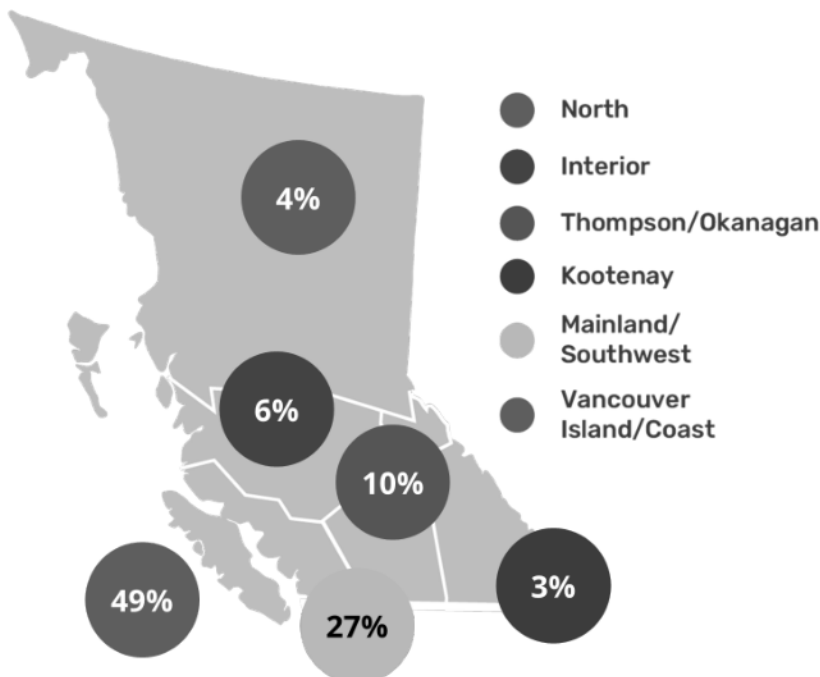


The BC Public Service composition has remained stable in the last decade.

Specifically,

- The **regional distribution** of our workforce has been largely the same over time.
- The **ratio of excluded to included** has remained stable with only ~1% variance over the past five years.
- Our headcount is increasing, and our workforce is getting younger.

REGIONAL DISTRIBUTION OF EMPLOYEES



BC Public Service employees are located throughout the province in the proportions shown on the map to the left.

The largest two concentrations of employees are in Victoria, with 17,224 employees, making up 42.7%, and Vancouver, with 3,575 employees making up 8.9% of the total.

BC Public Service Human Resources Statistics

EMPLOYEE CLASSIFICATION GROUPS

A breakdown of the classification groups of BCPS employees is shown below.

Last year, the largest number of BC Public Service positions were within the Admin Support group. This year, the Senior Admin & Research band has grown to exceed the size of the Admin Support classification group.

The table below shows the headcount of each classification group and the growth of each group over the last 1, 5, and 10 years:

Classification Group	Headcount (Mar 31/24)	1 Year Change	5 Year Change	10 Year Change
Admin Support	6,635	8.6%	8.3%	22.2%
Assistant Deputy Minister & Executive Lead	167	3.7%	14.4%	41.5%
Associate Deputy Minister	12	-14.3%	-20.0%	20.0%
Deputy Minister	29	-3.3%	0.0%	7.4%
Enforcement & Corrections	2,614	-4.0%	-8.0%	4.1%
Finance & Economics	1,513	9.6%	27.5%	69.2%
Health, Education & Social Work	5,378	4.6%	5.9%	15.2%
Information Technology	1,998	14.7%	47.0%	76.8%
Legal Counsel	1,030	4.1%	17.4%	30.2%
Management Band (1-6)	6,742	8.7%	26.9%	58.3%
Non-Public Service Act	417	0.5%	6.1%	27.5%
Science & Technical Officers	5,237	9.9%	17.9%	40.2%
Senior Admin & Research	7,385	14.0%	48.9%	106.8%
Trades & Operations	1,206	17.2%	26.9%	37.8%
Total	40363	8.6%	19.7%	42.4%

BC Public Service Human Resources Statistics

This table further breaks down the Management Band (1-6) classification by Ministry.

Ministry	Headcount (Mar 31/24)	1 Year Change	5 Year Change
Agriculture and Food	69	15%	44%
Attorney General	482	8%	-9%
BC Public Service Agency	442	9%	32%
Children and Family Development	508	15%	20%
Citizens' Services	575	6%	46%
Education and Child Care	203	10%	64%
Emergency Management and Climate Readiness *	102	31%	-
Energy, Mines and Low Carbon Innovation	126	20%	80%
Environmental Assessment Office	40	18%	43%
Environment and Climate Change Strategy	143	11%	28%
Finance	705	6%	-5%
Forests	351	-15%	-34%
Health	454	15%	41%
Housing	130	35%	117%
Indigenous Relations & Reconciliation	123	1%	27%
Jobs, Economic Development and Innovation	173	6%	-13%
Labour	256	11%	68%
Mental Health and Addictions	58	12%	132%
Municipal Affairs	141	7%	66%
Office of the Premier	68	10%	24%
Post-Secondary Education and Future Skills	108	10%	27%
Public Safety & Solicitor General	562	3%	37%
Social Development and Poverty Reduction	215	-1%	11%
Tourism, Arts, Culture and Sport	52	11%	68%
Transportation and Infrastructure	332	8%	26%
Water, Land and Resource Stewardship *	330	39%	-

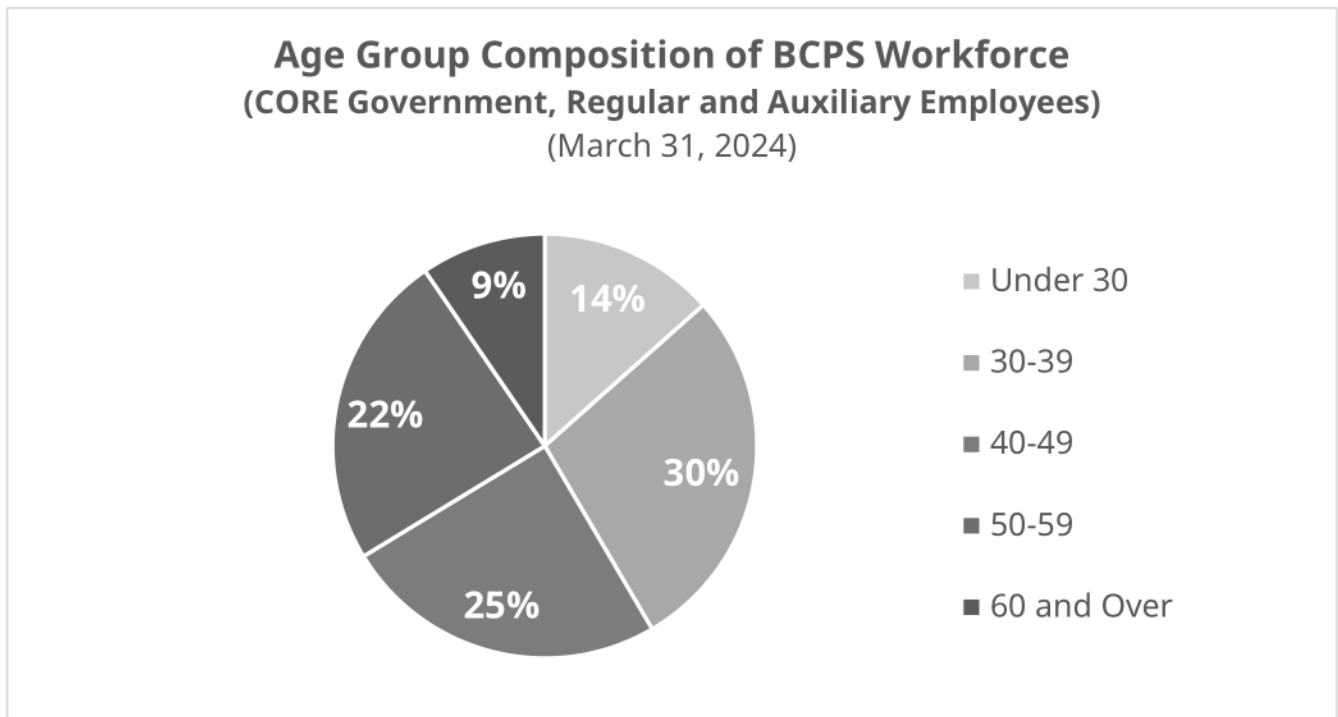
* 5 Year data not available due to significant organization realignments

BC Public Service Human Resources Statistics

EMPLOYEE AGE COMPOSITION

The average age of regular employees in the BC Public Service is 42.7 years old with 10.7 years of service, both historic lows. Over the past five years, the average age has decreased by 0.9 years and the average years of service has declined by almost 11%.

The table below shows the age group composition of the BC Public Service workforce:



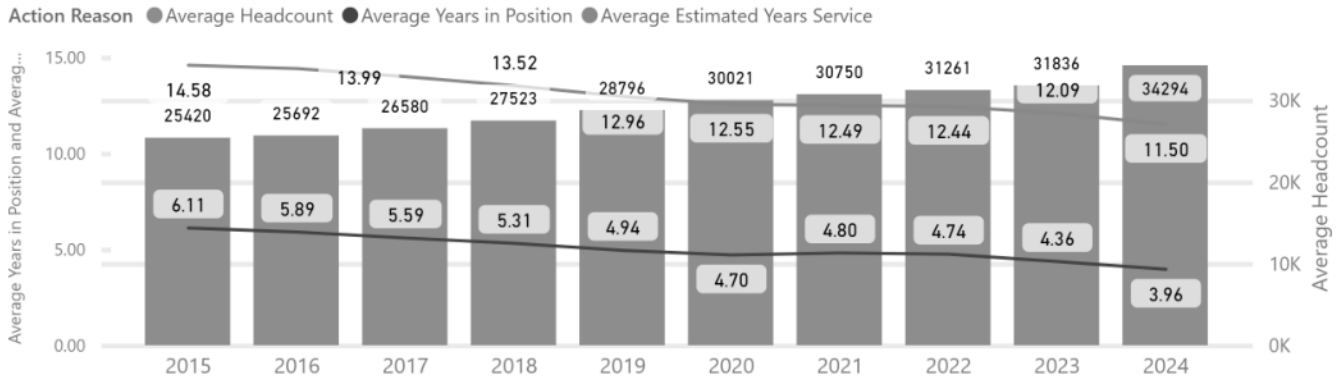
Major shifts in the generational composition of the workforce have contributed to the decreasing age of the BC Public Service. While the overall BCPS has seen 19.7% growth over the last five years, the 30-39 age group has grown by 38%. This growth is partially due to a continued focus on hiring younger employees across the BCPS, which has increased the under 40 age group from 32% of the total workforce in 2012 to over 44% in 2024.

BC Public Service Human Resources Statistics

CHANGING SIZE OF THE BC PUBLIC SERVICE

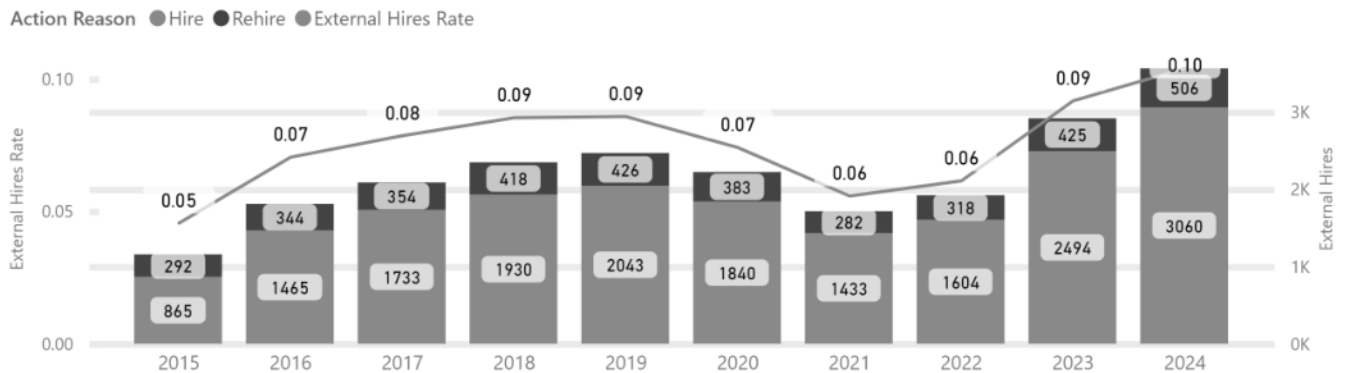
Over the last ten years, both employee average years of service and average years in position have been trending down steadily. Average time in position has decreased by 35% over the last 10 years and is currently at a historic low of 3.96 years.

**Headcount, Years in Position & Years of Service by Fiscal Year as of Mar 31, 2024
(CORE Government, Regular Employees Only)**



Five years ago, about one in four regular employees had been in their current position less than one year. Today, that has jumped to a little over 36% of current regular employees, as we recruit new talent, and more employees seek out new opportunities across government.

**Trend of Overall Entry Rate by Fiscal Year as of Mar 31, 2024
(CORE Government, Regular Employees Only)**



Definitions:

Hire = hiring of new employee into the BCPS

Re-hire = re-hiring of a former employee back into the BCPS

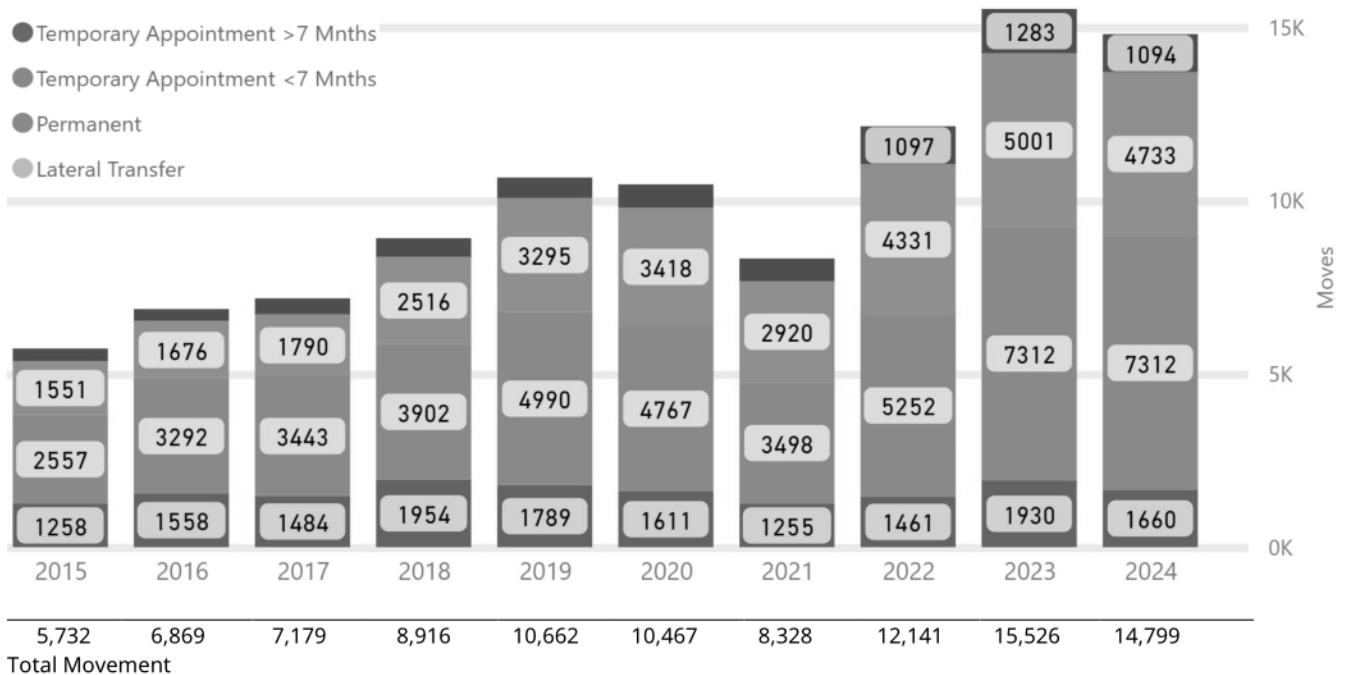
External Hires Rate = ratio of number of hires to total headcount (percentage of total headcount hired per fiscal year)

BC Public Service Human Resources Statistics

EMPLOYEE MOVEMENT

As time in position has been falling, employee movement has been trending up from a 10-year low in 2013 increasing by 39% in the last five years. Movement rates slowed during the first half of the pandemic (FY21), but have since rebounded significantly in the last three years. Employee movement has decreased by almost 5% since last year but it is still higher than pre-pandemic levels.

Trend of Internal Movement by Fiscal Year as of Mar 31, 2024
(CORE Government, Regular Employees Only)



Increasing employee movement requires us to manage in new ways such as: focusing on onboarding, development, knowledge transfer, and overall alignment of talent management strategies. Consistency in all these areas and a “one employer” approach is critical to keep pace with this trend.

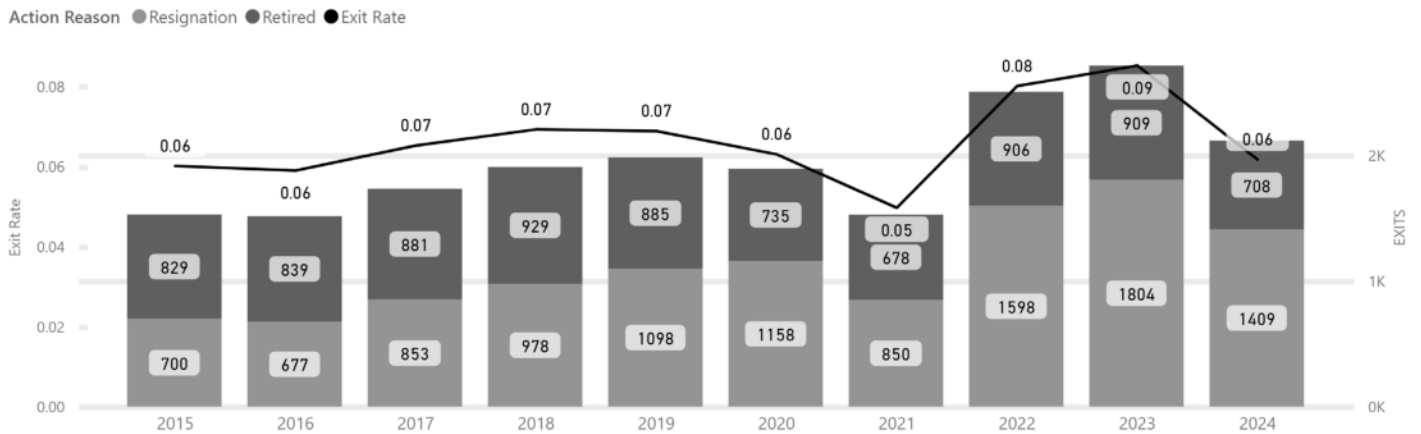
BC Public Service Human Resources Statistics

EMPLOYEE EXITS

Employee exits rates had been trending up until changes in the Public Service Pension Plan in 2019 caused a significant decrease in retirements. The decrease in retirements and resignations intensified during the first year of the pandemic (FY21), but have “boomeranged” back in the last three years. Last year (FY23), resignations, retirements, and the overall exit rate were at or near historic highs.

Retirements have decreased by 22% in the last year and, except for FY21, are at their lowest levels in the last 10 years. Resignations have also decreased by 22% in the last year but are still higher than pre-pandemic levels. The overall exit rate has now stabilized to pre-pandemic levels.

Trend of Overall Exit Rate by Fiscal Year as of Mar 31, 2024
(CORE Government, Regular Employees Only)



Definitions:

Exit Rate = ratio of number of resignations and retirements to total headcount (percentage of total headcount resigning or retiring per fiscal year)

BC Public Service Human Resources Statistics

BC PUBLIC SERVICE DEMOGRAPHICS BY LEADERSHIP GROUP

Age Composition by Classification Group

(CORE Government, Regular and Auxiliary Employees)

Age Group	Executive Leadership	Management All Bands	BCPS Overall
<30	0.5%	3%	14.4%
30-39	3.4%	23.4%	29.7%
40-49	30.8%	33.3%	24.8%
50-59	53.4%	31.3%	21.9%
60+	12.0%	9.0%	9.2%
Average Age	52.1	46.6	42.7

Diversity and Inclusion (2022 Workforce Profiles)

Designated Group	Executive Leadership	Management All Bands	BCPS Overall
Indigenous Peoples	2.4%	3.5%	4.5%
Persons with Disabilities	16.6%	16.9%	21.8%
Visible Minorities	8.1%	16.3%	21.0%
Women	50.0%	58.5%	62.7%
Non-Binary	2.4%	1.7%	1.9%
2SLGBTQ+	11.8%	6.8%	8.1%

This data is based on self-reported demographics captured in corporate surveys. It is updated later in the year after each Work Environment Survey (WES). Corporate surveys include additional gender categories; therefore, representation of women may not align with PeopleSoft data (see note below).

Gender – Female/Male (PeopleSoft Data)

Gender	Executive Leadership	Management All Bands	BCPS Overall
Female	53.8%	60.8%	60.3%
Male	46.2%	39.2%	39.7%

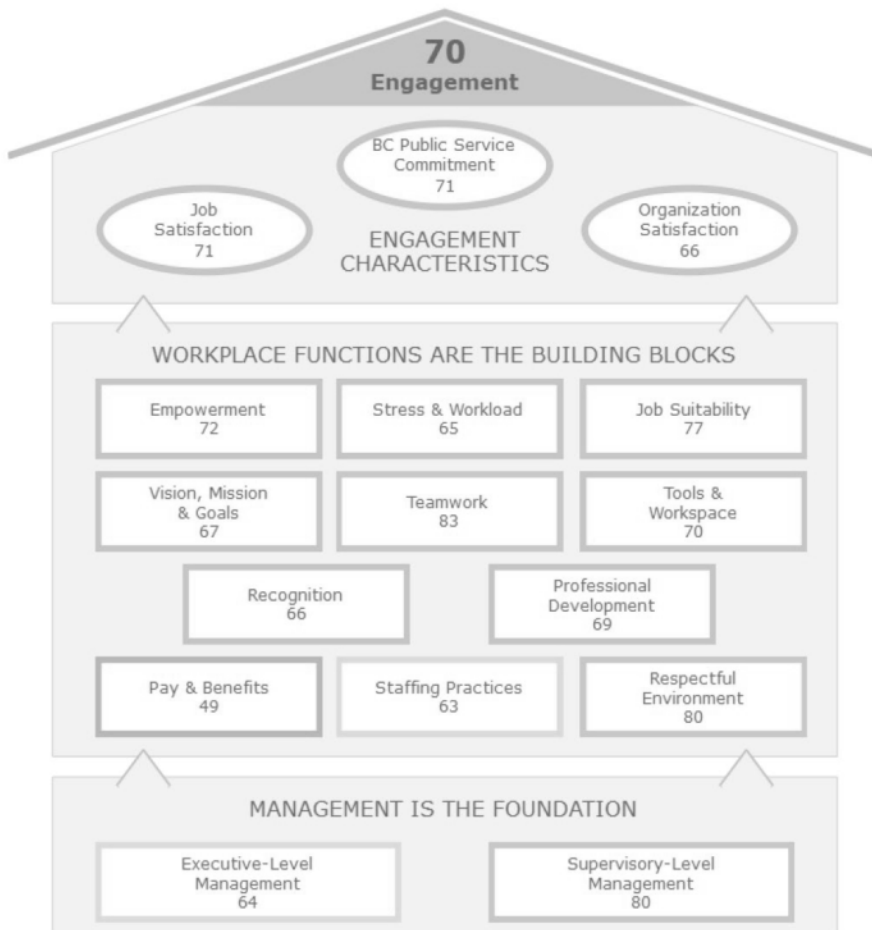
This data is based on employee data captured in PeopleSoft. PeopleSoft currently includes only binary categories (female/male); therefore, representation of women may not align with the corporate Workforce Profile (see note above). Future administrative data will include additional categories.

BC Public Service Human Resources Statistics

EMPLOYEE ENGAGEMENT IN THE BCPS

The Work Environment Survey is the corporate employee engagement survey that measures a range of workplace topics and fields every two years. High level results of the February 2024 survey are shown below. Aggregated employee responses are represented as average scores out of 100. The next update of this information will be available in Spring 2026.

BC Public Service 2024 Results



- Understand your challenges (54 points or lower)
- Focus on improvements (55 to 64 points)
- Leverage your strengths (65 to 74 points)
- Celebrate your successes (75 to 84 points)
- Model your achievements (85 points or higher)

Overall employee engagement in the BC Public Service had seen very little variation over the last three cycles (see table below), but this year saw a statistically significant 3-point increase in engagement.

Ministry and work unit level results provide more detail and variation across workplace topics. The next fielding of the survey is expected in early 2026.

	2011	2013	2015	2018	2020	2022	2024
Overall Engagement Score (out of 100)	65	64	66	68	68	67	70

MINISTER ADVISORY NOTE
AS OF JANUARY 10, 2024

ISSUE: RETROACTIVE PAY PROCESSING DELAYS

ADVICE AND RECOMMENDED RESPONSE:

- **The majority of pay increases resulting from the October 2022 agreement with the BCGEU were processed by April 2023.**
- **Unfortunately, due to the complexity of some of the increases and how they applied, there was a delay in processing retroactive pay for some eligible employees.**
- **Last October, the Public Service Agency reached an agreement with the BCGEU to resolve grievance regarding those delayed retroactive payments.**
- **The provisions of that agreement have now been implemented as of the January 31 deadline set out in the agreement.**

SECONDARY MESSAGES:

- **As of January 2023, not all eligible BCGEU members had received retroactive pay increases, and on January 26, 2023, the BCGEU filed a policy grievance seeking compensation plus interest for members.**
- **The PEA filed a similar policy grievance, alleging an unreasonable delay in providing retroactive general wage increase and salary grid adjustments.**

CURRENT STATUS:

- **The majority of included pay increases were completed prior to April 2023 with some exceptions completed by Summer 2023.**
 - **Outstanding was retroactive pay for eligible former employees.**

- Early October 2023, the Public Service Agency (PSA) and the BCGEU reached agreement on the grievance.
 - All requirements of the BCGEU retro pay settlement agreement have been satisfied.
- The PEA grievance is pending resolution as payroll processing for the PEA is currently being assessed by Labour Relations and ^{Legal Information}

KEY FACTS REGARDING THE ISSUE:

- In October 2022, the BC General Employee's Union (BCGEU) 19th Main Agreement was ratified, and the agreement provided that eligible members be compensated retroactively for general wage increases including salary grid adjustments effective the first pay period after April 1, 2022.
- The Professional Employees Association (PEA) ratified in quick succession, also with pay increases retroactive to April 1, 2022.
- As of January 2023, not all eligible BCGEU members had received retroactive pay increases, and on January 26, 2023, the BCGEU filed a policy grievance seeking compensation plus interest for members.
- The PEA filed a similar policy grievance, alleging an unreasonable delay in providing retroactive general wage increase and salary grid adjustments.
- Retroactive processing of general wage increases and salary grid adjustments is complex, with manual effort required.
 - These changes involved updating pay for more than 30,000 included employees and over 6,000 excluded employees (some tied to the BCGEU increases as well as in-range for excluded managers).
 - The resource intensive part of this update is calculating retroactive pay for each individual employee, based on their unique work history.

MINISTER ADVISORY NOTE

- This is a manual process that requires time and a high attention to detail.
- There were significant pay delays in large part due to the retroactive processing that needed to occur, and in part due to competing priorities related to annual processes approaching calendar year end, and day to day payroll.

Government Financial Information

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- Under the BCGEU settlement agreement reached October 2023, the following actions were taken:
 - A one-time addition of 3.5 hours vacation was added to the Displaced Vacation bank of every BCGEU employee (regular and benefited auxiliary) in the public service who was employed on October 6, 2023, except employees of the BC Wildfire Service.
 - This additional vacation time will be available until it is used and will not be subject to carryover provisions or archiving.
 - For unbenefited auxiliaries, the 3.5 hours vacation was paid out.
 - A one-time addition of 7 hours vacation was added to the Displaced Vacation bank of every BCGEU employee (regular and benefited auxiliary) who was employed in the BC Wildfire Service at any time in 2023.
 - This additional leave is in recognition of the disproportionate impacts on impacted employees within BC Wildfire Service.
 - This additional vacation time will be available until it is used and will not be subject to carryover provisions or archiving.

- For unbenefited auxiliaries, the 7 hours vacation was paid out.
- A one-time addition of 3.5 hours vacation was added to the Displaced Vacation bank of each BCGEU employee (regular and benefited auxiliary) in the public service who was employed on October 6, 2023, and was paid a retroactive sick leave top up for the Employment Standards Act 5 day leave from the period of March 31, 2022, to February 23, 2023.
 - This additional vacation time will be available until it is used and will not be subject to carryover provisions or archiving.
 - For unbenefited auxiliaries, the 3.5 hours vacation was paid out.
- Any former or inactive employees with outstanding retroactive pay were to receive it no later than January 31, 2024.
 - Payments are now complete for those employees identified as having been entitled to the payments.

CONTACT: INDY RANDHAWA, ADM, HR OPERATIONS
PHONE: 250 318-6861

CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
PHONE: 778-679-7912

MINISTER ADVISORY NOTE
AS OF MARCH 20, 2024

ISSUE: SHERIFFS AND CORRECTIONS

ADVICE AND RECOMMENDED RESPONSE:

- **Sheriffs and Correctional Officers positions perform crucial roles in the justice system and provide valuable contributions to improving public safety.**
- **We understand there have been recruitment and retention challenges for these safety-sensitive positions.**
- **The Public Service Agency (PSA) continues to work with the Ministry of Attorney General and the Ministry of Public Safety and Solicitor General to address recruitment and retention issues, with compensation as a key issue.**
- **Any change to compensation must be negotiated with the BC General Employees' Union (BCGEU) before being implemented.**
- **In August 2023, the PSA and BCGEU negotiated a Recruitment and Retention Incentive Payment for sheriffs, adult correctional officers and youth custody officers. This new \$10,000 annual incentive is an important step to help BC Corrections and Sheriffs Service be more competitive in the labour market and encourage staff to stay to build their careers in the service.**

SECONDARY MESSAGES:

- **The annual incentive amount to eligible employees is \$10,000 and is paid out in lump sums of \$5,000 twice each year, one payment covering January 1 to June 30, the second covering July 1 to December 31.**

- **Additional Temporary Market Adjustment increases for some Sheriffs and Corrections Officers were effective April 01, 2022.**

CURRENT STATUS:

- The \$10,000 retention incentive for deputy sheriffs, correctional officers, and youth custody officers is to be provided in 2023/24 and 2024/25.

Government Financial Information

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incentive is paid to existing staff and to new recruits once they pass their probation period, twice each year in lump sum payments of \$5,000, and began in June 2023. To date, two lump sum payments of \$5,000 each have been paid to eligible employees in September 2023 and February 2024. While the incentive is in early stages, the PSA will continue to monitor for information and data on the effectiveness of the incentive.

Government Financial Information



KEY FACTS REGARDING THE ISSUE:

- The BC Sheriff Services (BCSS) and BC Corrections are experiencing recruitment and retention issues impacting the ability to deliver on their respective mandates. BCSS employs roughly 500 Deputy Sheriffs and Corrections employees roughly 1,820 Correctional Officers in Adult and Youth Corrections. The program areas report difficulties in meeting operational requirements due to current staff shortages.
- The issue of pay and benefits has been raised with the Attorney General and the Ministry is in active discussions with the Public Service Agency regarding options to improve compensation for sheriffs.

MINISTER ADVISORY NOTE

- Government Financial Information

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
PHONE: 778-698-7912**

**MINISTER ADVISORY NOTE
AS OF FEBRUARY 22, 2024**

ISSUE: BC WILDFIRE SERVICE

ADVICE AND RECOMMENDED RESPONSE:

- **The impact of wildfires on British Columbia over the past number of seasons cannot be overstated. Fires today burn with greater intensity, there are more fire starts each year, and the duration of the fire season continues to expand.**
- **Given this, it is more important than ever that we invest in the BC Wildfire Service (BCWS).**
- **Work is underway presently to support the BCWS in its efforts to recruit and retain firefighters and other employees to ensure the service has the resources it needs year-round to respond effectively to wildfires and other emergency situations across British Columbia.**
- Government Financial Information

CURRENT STATUS:

- Government Financial Information
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KEY FACTS REGARDING THE ISSUE:

Government Financial Information

Government Financial Information

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MINISTER ADVISORY NOTE

- Government Financial Information

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
PHONE: 778-698-7912**

MINISTER ADVISORY NOTE
AS OF JANUARY 9, 2024

ISSUE: FLEXIBLE WORK IN THE BC PUBLIC SERVICE

ADVICE AND RECOMMENDED RESPONSE:

- **The BC Public Service faces the same challenges as most employers in today's tight labour market, and offering flexible work options is an important advantage in competing for skilled talent.**
- **Flexible work offers the opportunity to open up more job opportunities to diverse candidates in the communities across B.C. so the public service can better reflect the communities it serves.**
- **The BC Public Service approach to flexible work is supported through a well-defined process that recognizes service to British Columbians as the highest priority.**
- **Public Service employees demonstrated through the pandemic that they are capable of delivering high quality service to the public regardless of where they work.**
- **Approximately half of public service employees have approved flexible work arrangements in place.**

Current Status:

- As of April 2022, any BC Public Service employee wishing to work from home is required to have an approved telework agreement in place.
- Approximately 54% of employees have approved agreements.
- Effective April 1, 2023, the default for all job postings is to be open to any B.C. community where the hiring ministry has an available office.
- The BC Public Service Agency, in consultation with the Ministry of Citizens'

Services (CITZ), is continuing to work on additional policy refinements and supports to further expand the adoption of flexible and regional work options.

- The BC Public Service Agency published corporate FAQs, policy and practice changes, communications materials and an updated digital telework agreement form to support flexible work.

KEY FACTS REGARDING THE ISSUE:

- The BC Public Service has had policies in place to support flexible working for more than a decade, although adoption was limited until the onset of the pandemic.
- Flexible work is supported on a voluntary basis up to and including full-time remote work where operationally feasible and supported by both the employee and their supervisor.
- In the summer 2021, additional refinements to the existing policy framework were introduced, including a requirement for completion of mandatory training.
- While the corporate policy framework allows flexible working up to and including full-time, ministries have discretion to determine the extent of adoption they will support in their unique operational contexts.
- The Ministry of Citizens' Services will continue to implement its Future Workplace Strategy in order to modernize government offices to better support hybrid work and to address the impact on government's overall real estate footprint. The BC Public Service Agency will work closely with CITZ to align flexible work with the Future Workplace Strategy.

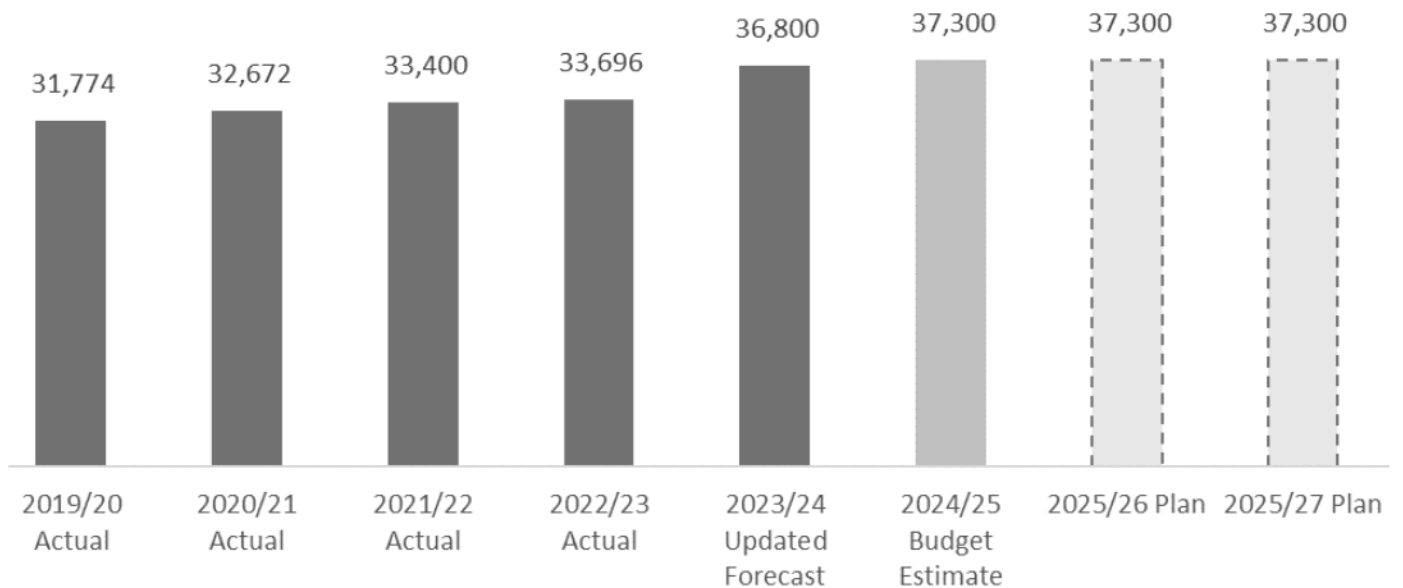
CONTACT: MELISSA THICKENS, A/ADM, STRATEGY, POLICY AND PARTNERSHIPS
PHONE: 250-213-5194

**MINISTER ADVISORY NOTE
AS OF FEBRUARY 14, 2024**

ISSUE: FULL-TIME EQUIVALENTS IN THE BC PUBLIC SERVICE

ADVICE AND RECOMMENDED RESPONSE:

- Full-time equivalent (FTE) staff utilization in core government ministries is projected to increase from a forecast of 36,800 in 2023/24 to 37,300 in 2024/25, an increase of 500 FTEs.
- Public Service Full-Time Equivalents (FTE) Evolution
- # of FTEs, FY19-23 Actuals, FY24-26 Projections



CURRENT STATUS:

Government Financial Information

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KEY FACTS REGARDING THE ISSUE:

- Government Financial Information

The table below summarizes what was reported in the Budget and Fiscal Plan on Budget Day (February 22, 2024).

Table A13 Full-Time Equivalents (FTEs) – 2017/18 to 2026/27 ¹

	Actual 2017/18	Actual 2018/19	Actual 2019/20	Actual 2020/21	Actual 2021/22	Actual 2022/23	Updated Forecast 2023/24	Budget Estimate 2024/25	Plan 2025/26	Plan 2026/27	Average annual change (per cent)
Taxpayer-supported programs and agencies:											
Ministries and special offices (CRF)	29,291	30,891	31,774	32,672	33,400	33,696	36,800	37,300	37,300	37,300	2.7
Service delivery agencies ²	5,076	5,258	5,985	6,042	6,767	7,746	8,719	9,172	9,013	8,224	5.5
Total FTEs	34,367	36,149	37,759	38,714	40,167	41,442	45,519	46,472	46,313	45,524	3.2
Growth rates (per cent):											
Ministries and special offices (CRF)	4.8	5.5	2.9	2.8	2.2	0.9	9.2	10.7	0.0	0.0	3.9
Service delivery agencies	4.7	3.6	13.8	1.0	12.0	14.5	12.6	18.4	-1.7	-8.8	7.0
Population per FTE: ³											
Total FTEs	143.6	138.9	135.4	133.7	130.1	129.2	121.2	122.1	124.8	129.0	-1.2

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, 2023 divided by 2023/24 FTEs).

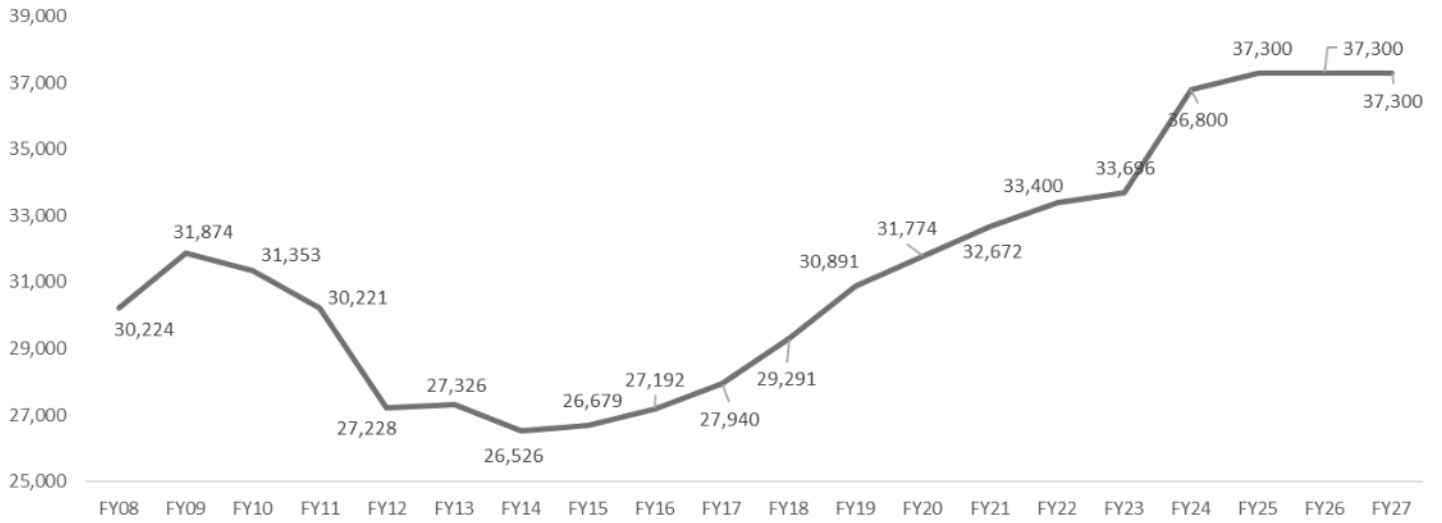
CONTACT: STEVEN EMERY, ADM, HR PLANNING, MODERNIZATION AND CORPORATE SERVICES
PHONE: 250-217-8823

MINISTER ADVISORY NOTE

Appendix A:

BC PUBLIC SERVICE FULL-TIME EQUIVALENTS, 2007/08 – 2026/27

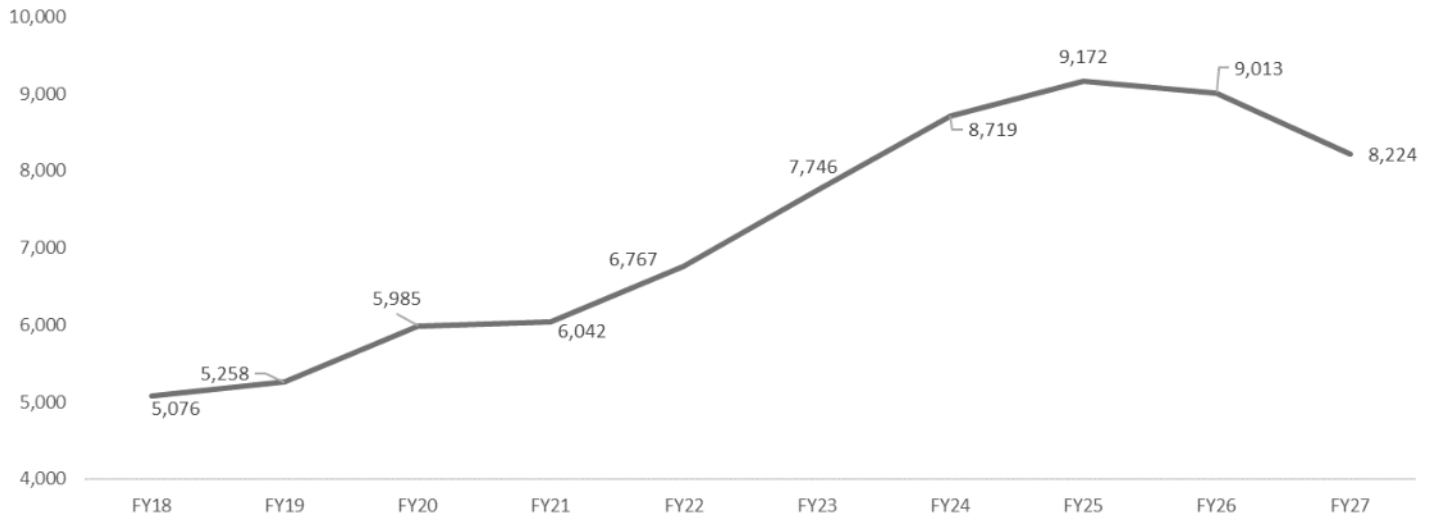
Full-Time Equivalents (FTEs) - 2007/08 to 2026/27



Note: FY08-FY23 are Actuals published in the Public Accounts. FY24-FY27 are forecasts from the Budget and Fiscal Plan.

SERVICE DELIVERY AGENCIES FULL-TIME EQUIVALENTS, 2017/18 - 2026/27

Full-Time Equivalents (FTEs) - 2007/08 to 2026/27



Note: FY08-FY23 are Actuals published in the Public Accounts. FY24-FY27 are forecasts from the Budget and Fiscal Plan.

MINISTER ADVISORY NOTE
AS OF JANUARY 26, 2024

ISSUE: EXECUTIVE COMPENSATION

ADVICE AND RECOMMENDED RESPONSE:

- **Salaries for all public service executive positions reflect a combination of the scope, impact and complexity for the position, and the individual's experience and performance in the position.**
- **The scope, impact and complexity of the role determines the level assignment for the position and the performance of an individual, their experience and any unique skills they may bring to the job determines their salary level within the salary band.**
- **All executive compensation decisions must be managed through the Public Service Agency (PSA) and require the recommendation of the Deputy Minister, PSA and approval by the Deputy Minister to the Premier.**
- **In other Canadian jurisdictions, the maximum of the salary range is fully utilized with most executives compensated at or near the top of the range. In contrast, very few executive positions in the BC Public Service are compensated at the maximum of the salary range, and these positions are primarily within the Assistant Deputy Minister range.**

SECONDARY MESSAGES:

- **The performance assessment for Executive Leads, Assistant Deputy Ministers, and where appropriate, Associate Deputy Ministers is presented by the supervising Deputy Minister to a review panel chaired and facilitated by the Deputy Minister to the Premier and the Deputy Minister, PSA. The Deputy Minister to the Premier conducts the performance assessments of Deputy Ministers and where appropriate, Associate Deputy Ministers.**

- **In-range adjustments are subject to government expenditure restrictions. All increases will be reported to PSEC and advance approval will be obtained where necessary.**
- **An exceptional rating may apply when either a significant mandate expansion occurs or an extraordinary event takes place during the fiscal year, and the performance demonstrated by the executive. Application of this rating category must be supported and approved by the Deputy Minister to the Premier.**

CURRENT STATUS:

- An increase to ^{Government} _{Financial} _{Information} salary ranges will be reviewed for 2024.
- Performance based in-range compensation increases are currently under review for the 2023/24 performance year. The PSA continues to monitor any potential issues related to executive compensation.

KEY FACTS REGARDING THE ISSUE:

- Compensation planning for excluded and executive employees within the BC public sector, including the public service, must comply with the direction provided by the Public Sector Employers' Council (PSEC) Secretariat.
- Compensation planning includes the types of compensation offered, the way the compensation is paid, and when employees would be eligible to receive salary increases and performance pay.
- The Executive Compensation Plan is comprised of 8 bands. This includes one Executive Lead band, two Assistant Deputy Minister bands, one Associate Deputy Minister band, three Deputy Minister bands and one band for the position of Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service.

MINISTER ADVISORY NOTE

The current maximum achievable salaries (effective April 1, 2023) for executives in the BC public service are:

Deputy Minister to the Premier, Cabinet Secretary and Head of the Public Service	\$396,000
Deputy Minister 3	\$339,100
Deputy Minister 2	\$323,400
Deputy Minister 1	\$300,300
Associate Deputy Minister	\$265,700
Assistant Deputy Minister 2	\$236,700
Assistant Deputy Minister 1	\$213,700
Executive Lead	\$168,500

- No Deputy Ministers in BC are compensated at or near the maximum of the salary range. The average executive salaries (excluding acting and stipend pay) as of January 26, 2024 are:

Deputy Minister to the Premier and Cabinet Secretary	\$346,900
Deputy Minister 3	\$319,000
Deputy Minister 2	\$294,391
Deputy Minister 1	\$269,108
Associate Deputy Minister	\$233,360
Assistant Deputy Minister 2	\$210,720
Assistant Deputy Minister 1	\$186,201
Executive Lead	\$161,770

CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
PHONE: 778-698-7912

MINISTER ADVISORY NOTE

As of January 10, 2024

ISSUE: EXECUTIVE SEVERANCE

ADVICE AND RECOMMENDED RESPONSE:

- **During the 2023/24 fiscal year, one executive departed the public service and received a severance settlement.**
- **Total cost of executive severances paid in 2023/24 (as of December 21, 2023): \$0.312M**
- **Severance amounts for senior executives, i.e. Deputy Ministers and Associate Deputy Ministers, are specifically set out in the Employment Termination Standards Regulation of the *Public Sector Employers Act*.**
- **Also as provided in the Employment Termination Standards Regulation, severances for all other public service employees, including Assistant Deputy Ministers, are determined based on common law factors, including age and years of service.**

CURRENT STATUS:

- **In 2023/24 (as of December 21, 2023), total excluded severance costs, including for executive, across government were \$3.824M.**

KEY FACTS REGARDING THE ISSUE:

- **The table below outlines the costs of executive severance paid during the fiscal year 2023/24 (as of December 21, 2023):**

Name	Total Severance Paid	Details
Personal Information	\$ 311,686	Personal Information
TOTAL	\$ 311,686	

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
PHONE: 778-698-7912**

**MINISTER ADVISORY NOTE
AS OF JANUARY 10, 2024**

ISSUE: BC PUBLIC SERVICE RECRUITMENT

ADVICE AND RECOMMENDED RESPONSE:

- **To attract and retain talented employees, the BC Public Service has expanded flexible work and increased the types of jobs that can be performed from any BC government location.**
- **To address ongoing labour market challenges, updated flexible work direction moves to further focus recruitment efforts in regions outside of Victoria and the lower mainland.**
- **To increase the diversity of the BC Public Service, there is an increased focus on inclusive qualifications.**

SECONDARY MESSAGES:

- **Recruitment in the BC Public Service is managed through a rigorous, meritorious and competitive process. The Recruitment and Classification (RCS) branch of the Public Service Agency (PSA) provides recruitment services to ministries, including direction, support and advice from posting to placement to ensure essential positions are filled.**
- **The PSA is responsible for providing frontline recruitment services to the BC Public Service through a centralized service delivery model. In addition, the PSA leads strategic employment programs and initiatives and corporate plan deliverables to support government mandates and essential services.**

CURRENT STATUS:

- **The BC Public Service is the second-largest single employer in the province with over 39,000 employees.**

- The average age of the BC Public Service worker is 42.7 years old and getting younger.
- In 2019, the 30 to 39 age cohort became the largest demographic in our workforce, now accounting for 29% of employees.
- The under 30 cohort has grown by 21% in the last 5 years, now accounting for 15% of employees.
- Advice/Recommendations of BC Public Service employees have been in their current position for less than one year; the average overall years in position being 3.7 years.

KEY FACTS REGARDING THE ISSUE:

- Recruitment is a critical piece of an integrated talent management approach to attracting, developing and retaining top talent to maintain the BC Public Service and support its mandates to the citizens of the province.
- A total of 8,134 jobs were advertised in FY22/23, slightly above pre-pandemic volumes of 6,670 job postings in FY19/20.
- It is forecasted that job posting volumes will decrease 7% in FY23/24 compared to FY22/23.
- Applications per job posting are increasing, with a 112% increase noted in the third quarter of FY23/24 compared to FY22/23. On average, the BC Public Service received an additional 24 applications per posting when compared to the same quarter the previous year. This increase can partially be attributed to more flexible work options and more inclusive job qualifications.
- To address labour market challenges and to increase diversity of its employees, the BC Public Service expanded the types of roles that can be performed outside of Victoria and Vancouver, resulting in an initial increase of 104% (1,046 to 2,129) of jobs postings across multiple locations the first two quarters of fiscal 2024.

MINISTER ADVISORY NOTE

- The BC Public Service introduced flexible work options into their job postings to include hybrid and remote work to remain a competitive employer of choice, with 60% of job postings supporting hybrid work options.
- Career Conversations, applicant videos and Feature Career pages on MyHR are some of the marketing tools that are being used to market the BC Public Service as an employer of choice.
- Outreach and engagement events continue to occur across the province to attract qualified and diverse applicants to the BC Public Service.
- Shifting to more regional recruitment will support the BC Public Service to better represent the people it serves, increase its regional representation and provide access to increased labour markets.
- The BC Public Service is committed to creating a strong and diverse workforce that is reflective of the diversity of our province. Inclusive hiring practices are fundamental to support this.

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PHONE: 250-318-6861

**MINISTER ADVISORY NOTE
AS OF APRIL 23, 2024**

ISSUE: MCCF AND IN-RANGE MOVEMENT

ADVICE AND RECOMMENDED RESPONSE:

- **The last general wage increase provided to excluded managers was in 2014. Starting in 2015 the public service provided, in accordance with direction from the Public Sector Employers' Council (PSEC) Secretariat, annual performance based in-range increases. These increases are effective July 1 of each year and are only provided to employees who demonstrate good performance and are within their salary ranges.**
- **After a period of fiscal restraint, an updated Management Classification and Compensation Framework (MCCF) was implemented effective January 1, 2017. This updated compensation framework moved all excluded managers from three levels into one of six new bands.**
- **PSEC's guidelines allow for the adjustment of excluded salary ranges on an annual basis and this practice is consistent across the BC public sector. Since 2017, the MCCF excluded management salary ranges have been adjusted annually by the same magnitude of the general wage increase provided to the BC General Employees' Union (BCGEU) in each calendar year.**

SECONDARY MESSAGES:

- **With the current maximum of the management band 6 salary at \$168,500, BC ranks 9th in comparison to the other 14 public service jurisdictions (ahead of SK, NL, PEI, NB, MB).**

CURRENT STATUS:

- An increase to the salary ranges will be reviewed for 2024. Typically, the MCCF salary ranges are adjusted by the same percentage as the general wage increase for the largest bargaining unit, BCGEU. The salary range adjustments do not represent wage increases for most employees.
- Performance based in-range compensation increases will be reviewed for 2024.

KEY FACTS REGARDING THE ISSUE:

- There are approximately 7,530 excluded managers representing 17% of employees in the BC public service.
- When the current MCCF was implemented, it was intended that excluded employees would move through their position's salary range via the annual performance-based pay progression. Due to fiscal restraint, this has generally not occurred as annual performance-based increases have typically been the same or smaller than the annual salary range adjustments.
- As a result of fiscal restraint, salary range progression for excluded managers has stalled. The lack of movement within the salary range has created issues including salary compression, salary inversion and inequities amongst peers.
- The compensation provisions for included bargaining unit employees, such as overtime and general wage increases, have resulted in reduced interest for included employees to move into excluded management roles. It is not uncommon for excluded managers to experience salary compression or salary inversion with their included subordinates.
- Compensation levels for excluded managers in the public service still lag most 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.

MINISTER ADVISORY NOTE

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
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MINISTER ADVISORY NOTE

AS OF APRIL 24, 2024

ISSUE: PROFESSIONAL EMPLOYEES ASSOCIATION (PEA) - GOVERNMENT LAWYERS SUB-CHAPTER

ADVICE AND RECOMMENDED RESPONSE:

- **Government civil lawyers play an important role in the public service. On July 14, 2023, BC Government Lawyers Association (BCGLA) members became bargaining unit members of the Professional Employees Association (PEA), one of three bargaining units under the *Public Service Labour Relations Act (PSLRA)*.**
- **Bringing them into the PEA offers the unionized rights they sought: collective bargaining rights, the right to strike, an improved dispute resolution process, and job security.**
- **The PEA collective agreement applies to the government lawyers where possible until the parties can negotiate terms specific to the government lawyers into the collective agreement. Transition measures were implemented to maintain the terms and conditions of their employment.**
- **The BC Public Service Agency (PSA) and PEA met in December 2023 to begin bargaining a subsidiary agreement with the goal of developing a final transition agreement that works for government lawyers. The parties plan to meet in late April 2024 to continue bargaining.**

SECONDARY MESSAGES:

- **This solution also protects people's rights to vital public services that, unlike in the private sector, are not provided elsewhere, in the event of a withdrawal of services.**

- **The three bargaining unit model under the PSLRA provides the necessary labour stability in the services people rely on, and at the same time allows workers to exercise their bargaining rights.**

On BCGLA members bringing this to the Supreme Court:

- Government Financial Information
-
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CURRENT STATUS:

- The PEA and PSA met in December 2023 and will meet again in late April 2024 to negotiate a subsidiary agreement and final transition terms to integrate the government lawyers into the PEA Agreement.

KEY FACTS REGARDING THE ISSUE:

- On July 14, 2023, BCGLA members became bargaining unit members of the PEA, one of three PSA bargaining units. BCGLA members provide legal advice to support ministries to deliver vital services to the public. They also represent government before the courts and in litigation involving the Province.
- On May 11, 2023, the Legislative Assembly passed Bill 5, an amendment to the PSLRA, which provides collective bargaining access to BCGLA members. It was approved by Cabinet on July 5, 2023.
- On July 18, 2023, the BCGLA filed notice in B.C. Supreme Court challenging Bill 5 as unconstitutional, arguing they have the right to choose their own union.
- The employer continued to maintain their existing terms and conditions of employment as an interim measure until the PEA and PSA could complete negotiations to transition the government lawyers into the union.

MINISTER ADVISORY NOTE

- On September 13, 2023, the PEA grieved the current PEA Main Agreement covering employees in the licensed professional bargaining unit which applies to the lawyers and articulated students as of July 14, 2023, when the union became their exclusive bargaining agent and that the employer imposed transitional measures without the union's agreement. The hearing was held February 20 and 21, 2024 and the decision on March 08, 2024, was in favor of the union. However, the decision notes that the manner of the application of the provisions of the collective agreement is for resolution by the union and the employer. The parties will continue to negotiate in late April on a subsidiary agreement for the lawyers and discuss implementation of the award and transition to the PEA Main Agreement.

**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
PHONE: 778-698-7912**

**MINISTER ADVISORY NOTE
AS OF FEBRUARY 29, 2024**

ISSUE: COLLECTIVE BARGAINING

ADVICE AND RECOMMENDED RESPONSE:

- **The BC Public Service Agency (PSA) is preparing for collective bargaining of our public service collective agreements that expire in 2025.**
- **This includes the agreements with the BC General Employees' Union, the Professional Employees Association, and Unifor.**
- **The BC Nurses Union agreement with the PSA expired on March 31, 2022, and the parties are in discussions to begin negotiations soon.**
- Government Financial Information

Government Financial Information

The provisions of that agreement remain in place.

- **The public sector bargaining mandate is established by the Public Sector Employers' Council Secretariat (PSEC), which is responsible for overseeing overall public sector bargaining on behalf of the Minister of Finance.**

CURRENT STATUS:

- The following table provides a summary of the bargaining status for each of the five BC Public Service collective agreements:

Union/ Association	Contract Expiry	Negotiation Status	Employee Count
BCGEU	March 31, 2025	Negotiations completed.	32,662
PEA	March 31, 2025	Negotiations completed for the main collective agreement. Government Financial Information	1,734
BCCCA	March 31, 2019		587
BCNU	March 31, 2022		101
Unifor (King's Printer)	June 30, 2025	Negotiations completed.	16

- Government Financial Information

The parties met to negotiate the subsidiary agreement over December 18 to 20, 2023, with additional dates set for April 23 to 25, 2024.

- A key feature of the current collective agreements is wage protection based on the average change in the B.C. Consumer Price Index over the 12-month period prior to the scheduled pay increase for each year of the 3-year term of the agreement. The wage increases are:

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Effective Date	General Wage Increase
Year 1 - April, 2022	Flat increase of \$0.25 per hour (to provide greater percentage for lower paid employees) plus 3.24% general wage increase
Year 2 - April, 2023	5.5% plus a potential Cost of Living Adjustment to a maximum of 6.75% +fully triggered as of March 21, 2023
Year 3 - April, 2024	2% plus a potential Cost of Living Adjustment to a maximum of 3% *anticipated to fully trigger March 19, 2024

- On March 31, 2019, the unprecedented 12-year Crown Counsel agreement expired. The BCCCA and the PSA commenced negotiations under the previous bargaining mandate on January 16, 2019. Government Financial Information
Government Financial Information
- As a result of a previous arbitration decision, Crown Counsel annual wage increases remain linked to the wage increases of Provincial Court Judges until a new agreement is reached, or the old agreement is terminated by either a strike or lockout. Government's acceptance of the recommendations set out in the 2022 Judicial Compensation Commission Report results in Crown Counsel receiving an 18.89% increase plus interest effective April 1, 2023.

KEY FACTS REGARDING THE ISSUE:

- There are three bargaining units within the BC Public Service defined by s. 4 of the PSLRA:
 - o British Columbia General Employees' Union,
 - o Professional Employees Association, and
 - o British Columbia Nurses Union.
- Two other bargaining units exist within the BC Public Service outside of the PSLRA:
 - o British Columbia Crown Counsel Association, and
 - o Unifor.

CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
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MINISTER ADVISORY NOTE
AS OF JANUARY 9, 2024

ISSUE: POLITICAL STAFF STANDARDS OF CONDUCT

ADVICE AND RECOMMENDED RESPONSE:

- **Political staff are appointees who serve as advisors and assistants and who share the governing party's political commitment.**
- **Political staff must comply with Standards of Conduct for Political Staff as a condition of employment. These Standards closely resemble the Standards of Conduct applicable to regular employees in the BC Public Service but recognize the unique partisan role played by political staff.**
- **The Standards of Conduct for Political Staff provide guidance on how political staff may exercise their partisan duties while also respecting the non-partisan role of employees in the BC Public Service.**
- **Those who fail to comply may be subject to disciplinary action, up to and including dismissal.**

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) ensure there is no 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 all other public service employees to act objectively and impartially.

KEY FACTS REGARDING THE ISSUE:

- 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 Minister's offices are political staff (e.g., Ministerial Assistants and Executive Assistants). Appointees to Government Communications and Public Engagement are not political staff.

- 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.
- 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.
- The Standards of Conduct 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 advising political staff and ensuring they have information and training. The Chief of Staff to the Premier is also responsible for addressing breaches of the Standards of Conflict for Political Staff.

CONTACT: MELISSA THICKENS, A/ADM, STRATEGY, POLICY AND PARTNERSHIPS
PHONE: 250-213-5194

**MINISTER ADVISORY NOTE
AS OF FEBRUARY 23, 2024**

**ISSUE: TELUS CONTRACT OVERVIEW AND LONG-TERM
PROCUREMENT**

ADVICE AND RECOMMENDED RESPONSE:

- **The Province has partnered with TELUS since 2004 to provide payroll and human resource (HR) technology services. This partnership has been largely successful, with value and efficiencies returned to the Province over the term. The agreement expired on October 28, 2023. A new, direct award agreement with TELUS is now in place and will expire in October 2026.**

• Cabinet Confidences

- **The PSA and TELUS have completed negotiations with respect to the Human Resource Management Services Master Services Agreement (HRMS MSA) and the new agreement is in effect.**

CURRENT STATUS:

- This agreement supports the continued and uninterrupted provision of core payroll, leave management and other essential HR systems, and supports.
- The agreement includes vendor commitments to improve service delivery and lays the groundwork for a major modernization of core HR systems over the next three years to ensure the BC Public Service can effectively and efficiently deliver on its obligations to employees.
- The new three-year HRMS MSA with TELUS provides continuity and stability of existing systems and services while the PSA works to modernize its core HR systems.

- Prior to the conclusion of this contract, the PSA will undertake a full procurement for required future services to maximize the modernization work underway. The scope of the contract includes several HR and payroll applications (see Appendix A) which support employees throughout the employment lifecycle.
- In addition to delivering services for core government, the contract also provides these services to the broader public sector (Appendix B).
- Additionally, the PSA through the HRMS contract provides HR technology services to organizations such as WorkSafe BC and the Vancouver School Board. The PSA continues to evaluate the potential of extending HR technology services to additional broader public sector organizations where opportunities are identified.

KEY FACTS REGARDING THE ISSUE:

- The PSA manages the HRMS MSA. The total value of this contract for FY24-FY27 will be \$72M. The deal will expire in October 2026 with no option to renew.
- The contract cost is approximately ^{Government Financial}Information and delivers payroll and HR technology services for the core BC Public Service.

The table below, in Appendix C, shows a breakdown of fees for FY2024.

CONTACT: STEVEN EMERY, ADM PLANNING, MODERNIZATION & CORPORATE SERVICES

PHONE: 250-217-8823

MINISTER ADVISORY NOTE

Appendix A:

The HR systems and applications leveraged to support employees include but are not limited to:

- Human Capital Management System (PeopleSoft)
- Recruitment Management (RMS) system
- Learning Management (LMS) system
- Compensation & Classification (eClass) system
- Time & Leave and Absence Management (TLAM) systems
- Workplace Health & Safety (Cority) system
- Customer Relationship Management (CRM) system
- Telephony system (Elements)

Appendix B:

The broader public sector organizations currently using the HRMS MSA to access services delivered by TELUS are:

- BC Infrastructure Benefits Incorporated (BCIB)
- BC Financial Services Authority (BC FSA)
- BC Pensions Corporation (BCPC)
- Transportation Investment Corporation (TICORP)

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Appendix C:

Fiscal Year 2024 HRMS Fees

Government Financial Information

**MINISTER ADVISORY NOTE
AS OF JANUARY 9, 2024**

ISSUE: EQUITY, DIVERSITY, AND INCLUSION IN THE BC PUBLIC SERVICE

ADVICE AND RECOMMENDED RESPONSE:

- **One of government's top priorities is having a public service that is representative of our province, and where every employee can bring their full self to work.**
- **That is why we released Where We All Belong in 2021, holding ministries and individuals accountable for diverse and inclusive workplaces.**
- **We are leading the way in the country with legislation and action plans around reconciliation, accessibility, pay transparency and anti-racism.**
- **And we are being a model employer by incorporating these actions within our own organization.**

CURRENT STATUS:

Significant progress has been made on Where We All Belong since 2021:

- Held corporate executive members accountable for inclusive workplaces through performance feedback exercises, training on anti-racism and inclusion, and clear expectations in deputy minister mandate letters;
- Launched corporate learning courses for all employees that address anti-racism, accessibility, supports for members of the 2SLGBTQ+ community, and inclusive hiring;
- Refreshed guide to support transgender and gender diverse employees;

- Introduced goals related to inclusion, accessibility, anti-racism, and reconciliation into the new Performance Development Platform;
- Worked with ministry partners on process improvements in accommodations for information management/technology and furniture;
- Recognized days/weeks/months of significance (e.g. religious holidays, heritage months) through articles and other communications products;
- Launched an equity, diversity, and inclusion (EDI) resource centre to provide a hub of tools and supports;
- Enhanced benefit plans for employees, such as introducing cultural leave for Indigenous employees;
- Currently working to incorporate seven recommendations from the Office of the Auditor General on the governance of Where We All Belong.

KEY FACTS REGARDING THE ISSUE:

The 2022 workforce profile provides self-reported data on the diversity of the public service. Of those who responded to the survey:

- 21% of BCPS employees identified as being from a visible minority in 2022, in comparison to 20.5% in 2020
 - 8.1% of executive leadership identified as a visible minority in 2022, in comparison to 8.6% in 2020
 - Overall, visible minorities represent 22.4% of the available workforce and 30.3% of the BC population

MINISTER ADVISORY NOTE

- 4.5% of BCPS employees identified as Indigenous in 2022, compared to 4.7% in 2020
 - 2.4% of executive leadership identified as Indigenous in 2022, in comparison to 1.8% in 2020
 - Overall, Indigenous peoples represent 5.5% of the available workforce and 5.9% of the population of BC
- 21.8% of BCPS employees identified as having a disability in 2022. Comparisons to 2020 are not possible as substantial changes were made to the definition of disability.
- Work-Able is currently in its ninth year of operation. There are currently 21 interns across 11 ministries in the current cohort. 118 interns have successfully completed the program.

CONTACT: MELISSA THICKENS, A/ADM, STRATEGY, POLICY AND PARTNERSHIPS
PHONE: 250-213-5194

**MINISTER ADVISORY NOTE
AS OF FEBRUARY 29, 2024**

**ISSUE: RECONCILIATION AND THE DECLARATION ON THE RIGHTS OF
INDIGENOUS PEOPLES ACT ACTION PLAN**

ADVICE AND RECOMMENDED RESPONSE:

- **The BC Public Service Agency (PSA) leads five programs to support Indigenous employee development and to increase capacity of BC Public Service (BCPS) employees to advance reconciliation: House of Indigenous Learning, Indigenous Applicant Advisory Service, Indigenous Leadership and Mentorship Program, a new Indigenous Organization Exchange Program, and the Indigenous Youth Internship Program.**
- **The PSA is the designated lead for three of the 89 commitments in the Declaration on the Rights of Indigenous Peoples Act (Declaration Act) Action Plan:**
 - **3.1 Develop essential training in partnership with Indigenous organizations, and deliver to the BC Public Service, public institutions and corporations that aims to build foundational understanding and competence about the history and rights of Indigenous Peoples, treaty process, rights and title, the UN Declaration, the BC Declaration Act, the dynamics of proper and respectful relations, Indigenous-specific racism, and meaningful reconciliation.**
 - **3.2 Establish an operational approach to set and achieve targets for equitable recruitment and retention of Indigenous Peoples across the public sector, including at senior levels.**
 - **4.44 Review, evaluate, and improve BC's Indigenous Youth Internship Program.**

SECONDARY MESSAGES:

- **The Ministry of Finance – Crown Agencies and Board Resourcing Office is the co-lead for implementation of action 3.1 for public institutions and corporations.**
- **The Public Sector Employers’ Council Secretariat is identified as a co-lead for action 3.2. and has a role in facilitating further work on this item with the provincial public sector.**
- **The Declaration Act Action Plan requires an annual report due in June of each year. This year’s report will include a progress update on actions 3.1, 3.2, and 4.44.**

CURRENT STATUS:

- The House of Indigenous Learning was established in 2018 in response to the Truth and Reconciliation Commission Call to Action 57. The program is responsible for the development and delivery of corporate reconciliation-related learning.
- The Indigenous Applicant Advisory Service has been in place since 2020 and is available to Indigenous individuals seeking work within the BCPS. The service assists Indigenous applicants to navigate the BCPS hiring system and advises hiring managers on the identification of systemic barriers that applicants face.
- The Indigenous Leadership and Mentorship Program was piloted in 2022 with 15 pairs of mentors and proteges. The program completed its second offering with 25 pairs of mentors and proteges. The program is intended to increase Indigenous representation in the public service, including at senior levels.
- The PSA is piloting a new employment program that facilitates temporary appointments/exchanges of staff between First Nations, Metis, Inuit, and Urban Indigenous Organizations and the BCPS. The program aims to increase BCPS employee competency in Indigenous relations to better

MINISTER ADVISORY NOTE

service Indigenous peoples and advance reconciliation, equity, diversity, and inclusion within the public service, and enable BCPS employees to share their technical skills and knowledge of provincial government operations in ways that are meaningful to the Indigenous organizations where they are placed.

- The Indigenous Youth Internship Program is in its 17th year of operation with 24 interns working in 11 ministries. There are more than 350 program alumni.
- Co-development of essentials training to fulfil action 3.1 of the Declaration Act Action Plan has been underway since February 2023. Three levels of training will be co-developed with Indigenous partners, the first level will be a mandatory e-learning course called Indigenous Crown Relations Essentials.
- The Ministry of Indigenous Relations and Reconciliation will assist the PSA in implementation of Declaration Act Action Plan item 3.2.
- A contractor will be secured through BC Bid to complete the evaluation of the Indigenous Youth Internship Program in 2024 to fulfill action 4.44 of the Declaration Act Action Plan.

Key Facts Regarding the Issue:

- Indigenous employees are underrepresented in the BC Public Service, especially at senior levels.
- Representational data from BC Stats on Indigenous representation indicates that 4.5% of the BCPS identify as Indigenous. Within senior management, 3.3% of the BCPS identify as Indigenous.

**CONTACT: MELISSA THICKENS, A/ADM STRATEGY, POLICY & PARTNERSHIPS
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MINISTER ADVISORY NOTE
AS OF FEBRUARY 20, 2024

ISSUE: PAY TRANSPARENCY ANNUAL REPORT

ADVICE AND RECOMMENDED RESPONSE:

- **As part of the Province's efforts towards closing the pay gap, the *Pay Transparency Act* was passed in May 2023. The first BC Public Service Pay Transparency Report was released in November 2023.**
- **This first report shows the BC Public Service has a gender pay gap of 8.3% (median) for hourly pay. This is less than half the overall provincial workforce gap (17%).**
- **While there is still progress to be made, this first pay transparency report for the BC Public Service highlights the progress made over the years to establish the public service as a leader in advancing equity.**
- **The BC Public Service Agency continues to take actions to reduce the gender pay gap with its partners, such as increasing some lower salary grids to higher ranges during the last round of bargaining with the BCGEU.**
- **The report also shows that a higher percentage of women than men occupy the highest paying jobs in the BC Public Service.**
- **This reflects the BC Public Service's long-standing and ongoing commitment to advancing pay equity through collective agreement provisions for unionized staff and to developing and advancing women in leadership roles.**

CURRENT STATUS:

- The next BC Public Service Pay Transparency Report will be released in November 2024.
- Gender data is collected on a voluntary basis through employee surveys. This includes the 2024 Work Environment Survey completed by 75% of employees From January 25 to February 16, 2024, and the New Job Survey to capture data from employees newly hired into the public service.

KEY FACTS REGARDING THE ISSUE:

- B.C.'s overall labour force has one of the highest gender pay gaps in Canada, with women earning 17% less (median) than men in 2022.
- The BC Public Service employee population consists of 45.6% women, 26.8% men, and 0.75% non-binary.
- Because gender identity information is collected on a voluntary basis through the employee surveys, there is a significant portion of employees (26.9%) whose gender could not be determined. These are employees who may have declined to complete the demographic portion of the surveys, chose not to take part in the surveys, or who were hired within the reporting period but after the surveys were administered.
- This percentage of unknown gender is not unique to the BCPS. Many of the reporting Crowns are experiencing similar or even higher gaps in their gender data.
- In future reporting years, the BC Public Service Agency will focus on reducing this proportion of unknown gender data.

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**MINISTER ADVISORY NOTE
AS OF FEBRUARY 14, 2024**

ISSUE: MERIT COMMISSIONER ANNUAL REPORT

ADVICE AND RECOMMENDED RESPONSE:

- **The *Public Service Act* requires the Merit Commissioner to publish and release an annual report by May 31st each year.**
- **This report includes activities related to the merit performance audit, staffing reviews, dismissal process reviews, and any special audits or studies completed.**
- **Findings in the 2022/23 report were consistent with previous years, and overall merit remains high with 94% of competitions found to be merit-based processes and 96% of the audited individuals appointed qualified.**

SECONDARY MESSAGES:

- **The Merit Commissioner is responsible for producing a report regarding its actions under the legislation to monitor government's hiring practices, as well as its practices, policies, and standards respecting just cause dismissals.**
- **The most recent Annual Merit Performance Review focused on 268 competitions audited between April 1, 2022 to March 31, 2023.**
- **Full merit findings continue to trend higher while merit with exception findings decrease.**
- **The Merit Commissioner's 2022/2023 annual report on public service just cause dismissals assessed that all public service dismissals reviewed were found to have been conducted fairly and met acceptable practices, policies and standards.**

KEY FACTS REGARDING THE ISSUE:

- 2022/23 Full merit findings – 64%
 - 5% increase over the previous fiscal year.
- 2022/23 Merit With Exception findings – 30%
 - 5% decrease over the previous fiscal year.
- The Public Service Agency takes these audits and reviews very seriously and embraces any recommendations to improve transparency in business practices.

**CONTACT: INDY RANDHAWA, ADM, HR OPERATIONS
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**CONTACT: ALYSON BLACKSTOCK, ADM, EMPLOYEE RELATIONS
PHONE: 778-679-7912**

MINISTER ADVISORY NOTE
AS OF JANUARY 12, 2024

ISSUE: PUBLIC SERVICE RENEWAL FUND

ADVICE AND RECOMMENDED RESPONSE:

- **The Public Service Renewal Fund is an established approach for sharing the cost of corporate initiatives that support public service renewal and ensure the BC Public Service remains a competitive employer able to meet the needs of British Columbians.**
- **The fund is administered by the Public Service Agency and all ministries contribute to the fund annually on a per-FTE basis.**
- **The fund supports initiatives like corporate recruitment marketing and the Pacific Leaders Loan Forgiveness Program that forgives BC student loans for employees after three years of service, helping us attract new young talent from BC post-secondary programs.**
- **It also supports corporate recognition programs like the Premier's Innovation and Excellence Awards and the Long Service Awards to recognize the commitment and excellence of the BC Public Service employees across the province.**

CURRENT STATUS:

- The Public Service Renewal (PSR) Fund is overseen by the Deputy Ministers' Committee on Public Service Renewal (DMCPSR), a sub-committee of the Deputy Ministers' Council chaired by the Deputy Minister to the Premier.
- Proposed allocations from the fund for fiscal 2024/25 have yet to be confirmed by DMCPSR.
- The approved allocation for fiscal 2023/24 totaled \$ 14.288 million, with forecast actual recoveries of \$12.546 million. Primary drivers of the underspend include:

- Lower than anticipated participation in the Long Service Awards recognition program.
 - Lower than anticipated uptake on the Pacific Leaders Loan Forgiveness Program.
 - Reduced contractor spending and salary lag across multiple program areas.
- Resulting savings from lower than forecast expenditures are returned to contributing ministries.

KEY FACTS REGARDING THE ISSUE:

- The PSR Fund is administered by the BC Public Service Agency as a mechanism to fund corporate initiatives that support the goals of the BC Public Service as an employer.
- Currently funded programs and initiatives include:
 - Pacific Leaders Loan Forgiveness and Scholarship for Children of BC Public Service Employees programs.
 - Welcome to the Public Service oath and orientation events for new employees.
 - The Work Environment Survey and related employee engagement research projects.
 - Corporate recruitment marketing and advertising.
 - Corporate internal communications and engagement initiatives, including the Premier's Innovation and Excellence Awards and the Long Service Awards.
- See Appendix 1 for funding by program area.

CONTACT: RUEBEN BRONEE, ADM, CULTURE, LEARNING & ENGAGEMENT

PHONE: Government Financial
Information

MINISTER ADVISORY NOTE

APPENDIX 1: PUBLIC SERVICE RENEWAL FUND BY PROGRAM AREA

Program Area	22/23 Budget	23/24 Budget	23/24 Actual	24/25 Budget
Pacific Leaders (Children's Scholarships and Loan Forgiveness)	\$3,321,000	\$2,851,000	\$2,306,000	
Work Environment Survey	\$725,000	\$801,000	\$703,000	
Corporate Recruitment Advertising	\$550,000	\$550,000	\$550,000	
Recruitment Marketing (STOB 65) Salaries	\$519,000	\$770,000	\$737,000	
Corporate communications & Branding	\$2,395,000	\$3,431,000	\$3,094,000	
Leadership Engagement & Priority Initiatives (incl. Long Service Awards)	\$3,830,000	\$4,801,000	\$4,359,000	
Behavioural Insights Group	\$1,084,000	\$1,084,000	\$797,000	
Total	\$12,424,000	\$14,288,000	\$12,546,000	

**MINISTER ADVISORY NOTE
AS OF DECEMBER 31, 2023**

ISSUE: BC PUBLIC SERVICE AGENCY – TRAVEL

ADVICE AND RECOMMENDED RESPONSE:

- **BC Public Service Agency (PSA) plays a pivotal role in supporting public service employees throughout the province by providing comprehensive support in areas such as workplace health and safety, labour relations, and training and it fosters strong partnerships with ministries.**
- **For fiscal year 2023/24, PSA's total travel as of December 31, 2023 was \$425,634, an increase of \$31,201 (8%) compared to December 2022.**
- **This amount is approximately 50% of pre-pandemic travel expenses which in fiscal years 2019/20 and 2018/19 was approximately \$1 million per year.**
- **Travel expenditure continues to increase after relaxation of Covid-19 travel restrictions and return to in-person activities as required.**

BCPSA staff incurring the highest travel expenses as of December 31, 2023 were:

Name	Title	Amount	Reason for Travel
Inderjit Randhawa	Assistant Deputy Minister	\$33,629	Executive and vendor meetings
Korina Tsui	Exec Director, Labour Relations & Total Compensation	\$26,368	BCGEU & PEA Bargaining
Dean Gamblewest	Occupational Safety Specialist	\$11,536	Employee training across the province
Joseph Claudio	Corporate Learning Specialist	\$11,536	Employee training across the province
Mark Offerhaus	Learning Consultant	\$10,527	Employee OHS training across the province

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MINISTER ADVISORY NOTE

As of December 31, 2023

ISSUE: BC PUBLIC SERVICE AGENCY – PROCUREMENT OF SERVICES

ADVICE AND RECOMMENDED RESPONSE:

The BC Public Service Agency's procurement decisions are consistent with government procurement guiding principles.

BACKGROUND:

BC Public Service Agency procurement follows Government's Procurement Principles:

- Procurement decisions are consistent with government policy and processes.
- Vendors have fair access to information on procurement opportunities, processes, and results.
- Solicitation and contract award processes are managed in a unbiased, non-discriminatory, open and transparent manner.
- Government receives the best value for money spent.
- Government buying power is leveraged through corporate supply arrangements (CSAs), where available.
- Careful consideration is made for what process (competitive or non-competitive) is appropriate for specific circumstances.
- Summary of contracts awarded from April 1, 2023 to December 31, 2023.

Procurement Type	Number of Contracts	Total Contract Amount Awarded	FY23-24 Contract Value
100 - Open competitive process posted on BC Bid	48	\$ 29,610,543.15	\$ 29,610,543.15
101 - Another competitive selection process used	2	\$ 95,000.00	\$ 95,000.00
200 - Direct Award - Public sector organization	1	\$ 4,500.00	\$ 4,500.00
202 - Direct Award - Sole source	16	\$ 72,540,599.00	\$ 11,080,231.75
Grand Total	67	\$ 102,250,642.15	\$ 40,790,274.90

MINISTER ADVISORY NOTE

- **Service contracts directly awarded by the BCPSA as at December 31, 2023, totaled \$72.54M. This includes the TELUS contract of \$72.10M.**
- **Excluding TELUS, directly awarded contracts total \$0.44M or less that 1% of the value of total contracts awarded.**
- **The Benefits Vote has a further \$144M in claims or fee-based contracts. These contracts were procured through open competitive processes.**

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