

Departmental Briefing October 2023

**PREMIER AND
PRESIDENT OF
EXECUTIVE
COUNCIL**



Table of Contents

- 1. Department Snapshot 2**
- 2. Department Organization 4**
 - Organizational Chart 4
 - Clerk of the Executive Council 5
 - Department Responsibilities 6
 - Program Descriptions 8
 - Human Resources 9
- 3. Strategic Overview 14**
 - Urgent Matters 14
 - Strategic Priorities and Opportunities..... 31
 - Renewing Relationships and Advancing Indigenous Reconciliation 36
 - Federal, Provincial and Territorial Overview..... 37
- 4. Fiscal Overview..... 39**
- 5. Scheduled Events..... 41**
- 6. Appendices 44**
 - Acronyms..... 44
 - Agencies, Boards and Commissions Appointments..... 45
 - Statutory Responsibilities of the President of Executive Council 45

Executive Council

About

Executive Council is the central, senior executive authority in government. It is the Premier's department.

Mission

To support the Premier and Cabinet in fulfilling their commitments and undertakings.

Responsibilities

- Cabinet administration and Secretariat services
- Coordination and review of Cabinet submissions
- Communication of Cabinet decisions
- Government organization
- Policy and research
- Whole of government collaboration
- Minister and deputy minister support

Organization

- Within Executive Council, political staff work closely with public servants to support the Premier and Cabinet, providing direction that advances government's priorities.
- The Office of the Clerk of the Executive Council is the public service component of Executive Council.
- The public service support to the Premier is buttressed by the policy advice and support of partisan political staff who occupy technical positions in government.

The Premier is responsible for

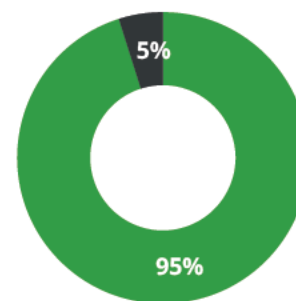
| | |
|----|-------------------------|
| 18 | ABC appointments |
| 3 | Statutes |
| 0 | Regulatory Requirements |

2023/24 Quick Facts

| | | | |
|---------------|----------------|--------------|---------------------------------|
| BUDGET | \$4.82 million | STAFF | 47 Full Time Equivalents (FTEs) |
|---------------|----------------|--------------|---------------------------------|

Summary Budget

thousands



| | Budget | FTEs |
|----------------------|---------|------|
| ■ Core | \$4,820 | 47 |
| OREs | - | - |
| ■ Interfund Activity | \$247 | - |
| | \$5,067 | 47 |

Executive Council

Federal, Provincial and Territorial Involvement

The Premier is the Minister of Intergovernmental Affairs and International Relations.

Representation at Federal, Provincial and Territorial tables includes:

- Council of the Federation (Canada's Premiers)
- Western Premiers' Conference
- First Ministers' Meetings
- Western Governors Association
- National Governors Association

Leadership

- Kathryn Gerrard, Clerk of the Executive Council
- Elliot Sims, Associate Clerk

Operating Budget by Main Appropriation

Part A (thousands)



2023/24 Budget

| | |
|--------------------------|---------|
| ■ General Administration | \$4,820 |
|--------------------------|---------|

Capital, Loans and Guarantees

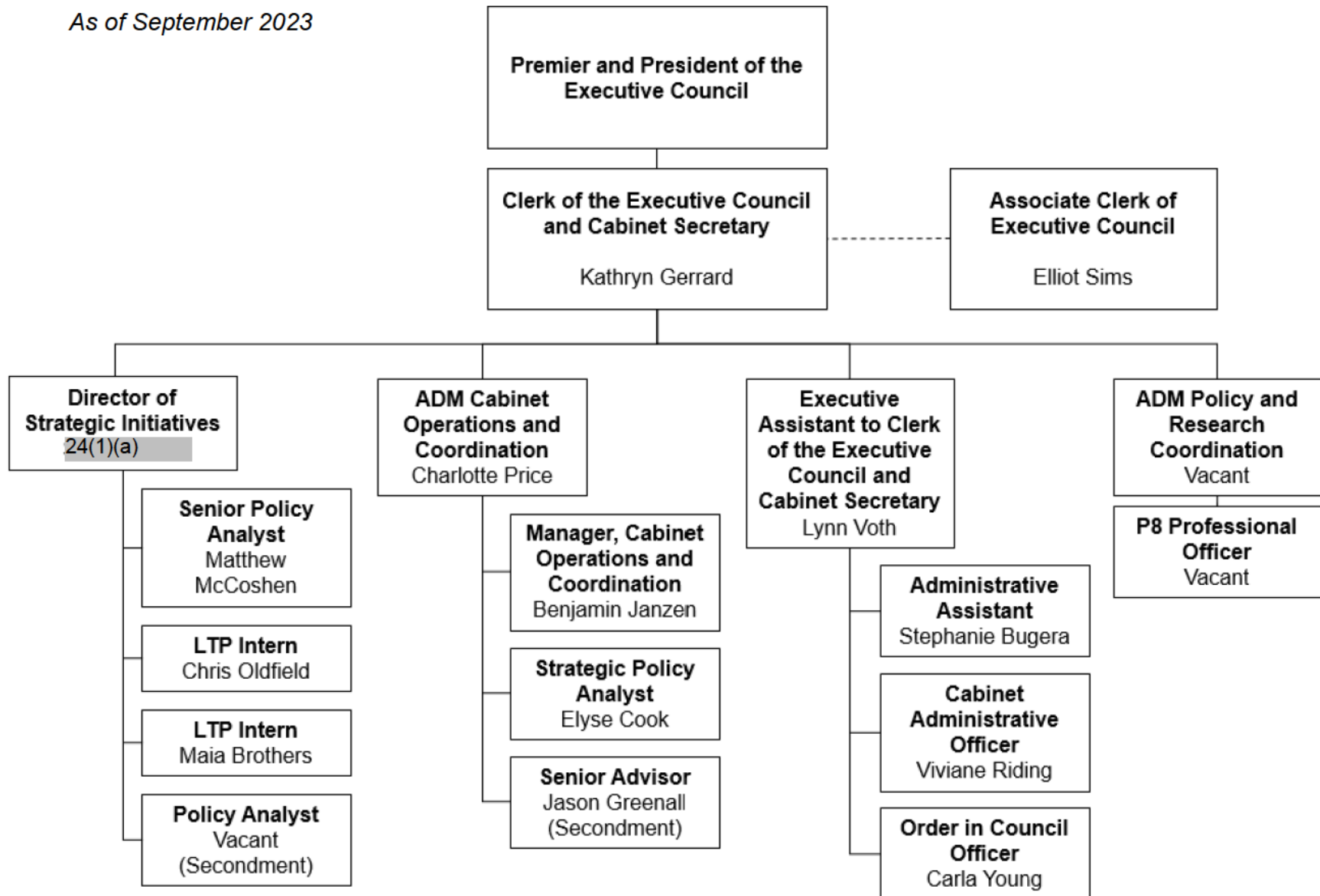
Part B, C, and D (thousands)

N/A

2. Department Organization

Organizational Chart

As of September 2023



Clerk of the Executive Council

Kathryn Gerrard is Manitoba's Clerk of the Executive Council and Cabinet Secretary as well as Head of Manitoba's Public Service.

Previously, Kathryn served as the Deputy Minister of Economic Development, Investment and Trade at the Government of Manitoba where she led economic development policy programs, attracted investment, promoted trade and created high-quality jobs for Manitobans.



Kathryn has also held the position Deputy Minister of Families responsible for the delivery of social service programming to Manitoba's most vulnerable. Most specifically, leading the transformation of key areas of Disability, Child Care, Child Welfare, Housing, and Employment Insurance.

As the Director of Manitoba's Mental Health and Addictions Transformation, Kathryn was well-known for creating a whole-of-government approach to mental health and addictions, overseeing the implementation of over thirty initiatives providing greater supports within Manitoba. Her work led to the development of the first Mental Health, Wellness and Recovery department in government.

Kathryn has also spent over twenty five years in the private sector at MTS (BellMTS) as an effective executive leader, skilled in strategic planning, transformation, profit and loss management, operations, sales, marketing, and business development. This was most proven in her position as General Manager for AAA Security (BellMTS Smarhome).

Kathryn is a graduate of Red River College in Business Administration and served on Winnipeg's Downtown Community Safety Partnership and Ronald McDonald House Manitoba boards.

A true Manitoban, she passionately supports our Winnipeg Jets and Blue Bombers. In her spare time, she enjoys spending time with her two grown daughters at their Whiteshell cottage.

Associate Clerk

Elliot Sims is Associate Clerk of Executive Council and Secretary to the Statutes and Regulations Review Board. Elliot has also served the Manitoba Government as the Deputy Minister for Legislative and Public Affairs, Deputy Minister for Natural Resources and Northern Development and Deputy Minister responsible for Manitoba Liquor and Lotteries.



Prior to joining government Elliot served as the Manitoba Director of the Canadian Federation of Independent Business and taught business-government relations at the I.H. Asper School of Business.

Elliot holds a Master's of Public Policy from the University of Michigan, a Bachelor of Commerce (Honours) from the University of Manitoba, and is a Loran Scholar alumnus.

Department Responsibilities

Executive Council is the central, senior executive authority in government. It is the Premier's ministry and its mission is to support the Premier and Cabinet in fulfilling their commitments and undertakings. Within Executive Council, political staff work closely with public servants to support the Premier and Cabinet, providing direction that advances government's priorities.

The Clerk of Executive Council

The Clerk of the Executive Council has three principal roles, which are mutually reinforcing and integral to supporting the Premier's leadership of Cabinet and the effective implementation of government priorities by the public service:

1. Deputy Minister to the Premier
2. Cabinet Secretary
3. Senior Deputy Minister and Head of the Public Service

As **Deputy Minister to the Premier**, the Clerk assists the Premier in structuring cabinet committees, department portfolios and departments. The Clerk advises on senior public service appointments and leads the implementation of key files on behalf of the Premier.

The Clerk meets with the Premier on a regular basis to offer non-partisan advice on the running of government, the development of government policies, the

administrative considerations for implementing government policies, and the organization and operation of government decision-making processes.

As **Cabinet Secretary**, the Clerk assists Ministers in the organization and function of Cabinet and its committees, ensuring:

- Cabinet and its committees receive all relevant briefing materials, policy and program analyses, and technical or administrative reviews.
- Ministers are privy to relevant information for making executive decisions.
- The flow of matters into and out of Cabinet and its committees is conducted in a timely, accurate, and confidential manner.

Under the direction of Cabinet, the Clerk is mandated to ensure that employment agreements for Ministerial assistants and members of the government's senior management are properly executed.

As **Senior Deputy Minister and Head of the Public Service**, the Clerk is responsible for the effective operation of the public service on behalf of the Premier. In this regard, the Clerk acts as a bridge between the Premier and the public service, communicating the direction of the elected government to the Deputy Ministers who must assist their Ministers in translating those directions into concrete action.

The Clerk is involved in all major initiatives designed to improve the overall operational efficiency and effectiveness of the public service and is responsible for executive leadership to drive the transformation of the public service and build a culture of innovation focused on outcomes. The Clerk communicates directly with public servants to announce key initiatives and increase alignment, and imparts organizational culture by strengthening ethical and values-based behaviour.

The Office of the Clerk of the Executive Council is the public service component of Executive Council. It is led by the Clerk of the Executive Council and works closely with the elected officials and political staff in Executive Council and individual ministries.

The Premier's Office

The public service support to the Premier is buttressed by the policy advice and support of partisan political staff who occupy technical positions in government. The structure and roles within this office are the Premier's prerogative.

Program Descriptions

Office of the Clerk of Executive Council

- **Government Organization**
Facilitates the formation, organization and re-organization of government. Supports the implementation of the Executive Government Organization Act. Coordinates with the Lieutenant Governor's Office for the signing of Orders in Council and legislative proclamations.
- **Executive Management**
Oversees all deputy ministers. Presides over deputy minister selection and determines deputy minister assignments. Leads the Deputy Minister Committee (DMC) and hosts weekly executive leadership meetings with DMC.
- **Cabinet Operations and Coordination**
Reviews and assembles all materials for Cabinet prior to the formation of the Cabinet agenda by the Clerk of the Executive Council. Briefs Clerk, Chief of Staff and other senior staff for Cabinet agenda review. Prepares the minutes of Cabinet and communicates minutes to departments and Ministers.
- **Strategic Initiatives**
Handles a central governmental priorities and projects. Involved in various cross-department projects, the unit leads and coordinates policy implementation, monitors progress, and ensures key deadlines are met. This includes long term involvement on major projects, short term assistance on urgent matters, and participation on governmental taskforces and working groups to help Manitoba achieve its key initiatives.

Premier's Office

- **Communications and Stakeholder Relations**
Coordinates and manages communications, including tours and events, for Cabinet. Works closely with the Communications and Engagement Division on high level, messaging – i.e. budget, throne speech, major government priorities, as well as managing ministerial announcements and media relations.
- **Issues Management**
Focuses on the management of short-term day-to-day matters. May be involved in responses to media, question period preparations, briefings on daily issues, researching and warning of potential/anticipated issues.

- Agencies, Boards and Commissions Office**
 Reviews appointments to agencies, boards and commissions (ABCs) to ensure appropriate political direction for collecting and recommending names to Cabinet for approval.
- Policy and Planning Secretariat**
 Reviews departmental policy concept proposals and provides initial evaluation and direction to proceed with policy development for eventual Cabinet consideration. Directs policy development and implementation following Cabinet approval. Functionally, the secretariat reports to the Chief of Staff and resides within Finance.

Human Resources

Premier and Clerk's Office Staff

| List of Non-Political Staff | | |
|-----------------------------|-------------------------------------------------------------|-------------------|
| Branch | Title | Name of Employee |
| | | |
| Clerk's Office | Manager | Janzen, Benjamin |
| Clerk's Office | Strategic Policy Analyst | Cook, Elyse |
| Clerk's Office | Clerk of the Executive Council | Gerrard, Kathryn |
| Clerk's Office | Cabinet Administration Officer | Riding, Viviane |
| Clerk's Office | Order In Council Officer | Young, Carla |
| Clerk's Office | Administrative Assistant | Bugera, Stephanie |
| Clerk's Office | Executive Assistant to the Clerk of Executive Council | Voth, Lynn |
| Clerk's Office | Assistant Deputy Minister, Cabinet and Strategic Priorities | Price, Charlotte |
| Clerk's Office | Director, Strategic Initiatives | 24(1)(a) |
| | | |
| Total | 15 | |

| List of Political Staff | |
|--------------------------------|---------------------------------------------|
| Branch | Title |
| | |
| Premier's Office | Senior Manager of Strategic Communications |
| Premier's Office | Senior Manager Health Communications |
| Premier's Office | Manager of Policy |
| Premier's Office | Press Secretary |
| Premier's Office | Manager of Operations |
| Premier's Office | Manager of Legislative Affairs |
| Premier's Office | Issues Management Specialist |
| Premier's Office | Premier's Chief of Staff |
| Premier's Office | Tour and Events Coordinator |
| Premier's Office | Press Secretary |
| Premier's Office | Press Secretary |
| Premier's Office | Tour and Events Coordinator |
| Premier's Office | Director of Communications and Planning |
| Premier's Office | Senior Manager of Communications Operations |
| Premier's Office | Senior Press Secretary |
| Premier's Office | Multimedia Specialist |
| Premier's Office | Tour and Events Coordinator |
| Premier's Office | Community Engagement Coordinator |
| Premier's Office | Manager of Media Relations |
| Premier's Office | Press Secretary |
| Premier's Office | Executive Assistant to the Premier |
| Premier's Office | Senior Manager - Tour and Events |
| Premier's Office | Tour and Events Coordinator |
| Premier's Office | Senior Advisor |
| Premier's Office | Special Assistant to the Premier |
| Premier's Office | Premier's Deputy Chief of Staff |
| Premier's Office | Multimedia Specialist |
| Premier's Office | Media Specialist |
| Premier's Office | Director of Regional Cabinet Office |
| | |
| Total | 29 |

Vacancies *

| Type | Count |
|----------------------------|-------|
| Total FTEs | 47 |
| Total Value of Vacant FTEs | 2 |

| |
|---------------------|
| 4.3% |
| Vacancy Rate |

Appointments **

| Competitive Appointments | Count |
|--------------------------|-----------|
| Competition - Open | 1 |
| Total | 1 |
| Event Type | Count |
| In-Service Appointment | 6 |
| New Appointment | 6 |
| Total | 12 |

Terminations **

| Type | Count |
|--------------------|----------|
| Retirements | 0 |
| Other Terminations | 6 |
| Total | 6 |

Employment Equity *

| Employment Equity Group | Percent |
|--------------------------|---------|
| Woman | 60.0% |
| Indigenous Peoples | 8.9% |
| Person with Disabilities | 4.4% |
| Visible Minority | 6.7% |

Notes

* As of August 31, 2023

** From April 1, 2023 to August 31, 2023

Glossary of Human Resources Terms

| Term / Acronym | Definition |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Acting Status | Temporary assignment of an employee to another position with a higher maximum rate of pay. |
| Acting Status to Regular | Appointment of an individual previously in acting status to a position on a regular (permanent) basis. |
| Competition – Closed | Competition in which only current employees are eligible to apply. |
| Competition – Internal | Competitions in which only current employees within a specific department or work area are eligible to apply. |
| Competition – Open | Competition for which anyone eligible to work in Canada may apply. |
| Competitive Appointments | Appointments resulting from a competition (Open, Closed, Internal) ; excluding secondments. |
| Difficult to Recruit Position | Appointment of an individual to a position that is determined to be difficult to recruit (including difficult to recruit location). |
| Direct Appointments | Appointment made outside of a competitive process. |
| Employment Equity Group | Inclusive of four groups recognized by the Manitoba government for employment equity initiatives: women, Indigenous peoples, persons with disabilities and visible minorities. |
| Employment Equity Initiative | Appointment of an individual who is a member of a designated group for the purposes of advancing public service employment equity goals and objectives. |
| Former Employee Returning | Appointment of an individual previously terminated, generally to a similar position. |
| Full-Time Equivalent (FTE) | A measurement for number of positions. Every full-time regular position represents one full-time equivalent position. |
| Indigenous People | Employee who identifies as a person of North American Aboriginal ancestry including First Nation, (status and non-status Indians), Inuit and Metis |
| In-Service Appointments | Appointment of existing employees in a new/different position. |
| New Appointment | Appointments of individuals who are not pre-existing employees (i.e. member of the public). |
| Other Direct Appointments | Appointment of an individual where other reason codes do not apply. |

| | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Persons with Disabilities | Employee who identifies as a persons whose functional limitations owing to their impairment have been accommodated or may require accommodation in their job or workplace, and/or persons who have a long-term or recurring impairment and believe an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment, or persons who have a long-term or recurring impairment and consider themselves to be disadvantaged in employment by reasons of that impairment. |
| Retirement | Employees who end their employment, and who typically begin to collect entitlements from the Civil Service Superannuation Board. |
| SAPEX | Sapex is a database hosted on a Oracle Server where major employee information were appended monthly. Data from this database are never changed once uploaded and are used for reports that requires consistency. |
| Political Employee | A political staff member appointed by the Lieutenant Governor in Council under section 59(1) of The Public Service Act. |
| Termination | Employees whose employment has ended with the Manitoba government, with or without cause. |
| Total FTEs | Total value of all FTEs, including full time and part-time positions. |
| Total Value of Vacant FTEs | Sum of vacant FTEs excluding Minister's position and Career Opportunity for Student FTEs. |
| Vacancy Rate | Percentage of vacant FTEs. |
| Visible Minorities | Employee who identifies, because of their race or colour, as a visible minority |
| Women | Employee who identifies as a woman |

3. Strategic Overview

Urgent Matters

1. Setting the Cabinet Structure
2. First Cabinet Meeting
3. Staffing the Premier's Office
4. Convening the First Session of the 43rd Legislature
5. Priority Setting and Accountability Mechanisms
6. Setting a Budget Date

Issue notes follow on the next pages.

1. Setting the Cabinet Structure

High Level Summary:

Cabinet is a forum for ministerial consultation and coordination. It offers each minister the opportunity to meet with their colleagues to make proposals, outline interests or concerns, and collectively contribute to the decision-making of government. While it is the Lieutenant Governor who actually “appoints” Ministers to the Executive Council, the Lieutenant Governor does so on the advice of the Premier. It is the Premier’s prerogative to determine:

- The overall size and structure of Cabinet
- The allocation of portfolio and non-portfolio responsibilities within it
- The mix of individuals to whom these various responsibilities will be assigned
- Subject to certain statutory constraints, to determine the number, names and mandates of departments and central agencies and Cabinet committees (there are certain statutory requirements with respect to Treasury Board, the Statutes and Regulations Review Board and the All Aboard (Poverty Reduction) Committee)



See the guide on **Forming Government** for more details including historical government structures and cabinet committees, and inter-jurisdictional structures.

Departments

Current Status:

There are currently 19 departments. Since 1958, the number of departments has ranged from 10 to 20, with the average being 16. Occasionally Ministers are assigned additional non-portfolio assignments, such as the responsibility for a crown corporation, central agency or priority issue.

Cabinet Committees

The creation of Cabinet committees is possible through section 7 of *The Executive Government Organization Act*. Successive administrations have recognized the

value of establishing a system of committees to help Cabinet deal with the significant volume of decisions required of government:

- To ensure sufficient consultation has taken place
- Interdepartmental concerns are reflected
- Contentious issues resolved to the extent possible
- Political implications considered before items are brought forward to Cabinet for decision

The Premier retains wide flexibility in the design of any Cabinet committee system, including determining:

- The number, types, and composition of committees
- How committees will relate to each other
- Who will chair committees, including whether chairs of committees should sit on any senior-level committee to reinforce corporate links
- The rules and protocols, which will govern the system as a whole and determine what kind of issues, will require a decision from Cabinet

Issues to keep in mind are the demands that committees make on ministers' time and energy, and the balance the Premier would like to strike between detailed committee work and Cabinet-wide deliberation.

Typically, Cabinet committees are composed of five to nine members. To provide caucus input into the decision-making process, backbenchers may be appointed to Cabinet committees; however, the majority of members of a committee must be ministers.

Current Status:

There are currently six committees of cabinet. Three are prescribed by legislation (*), two are established through an Order in Council pursuant to The Executive Government Organization Act, section 7 (**), and one exists per the Premier's prerogative (***). Any decisions taken by a Cabinet committee may not be actioned until they have been confirmed (or amended) by Cabinet.

Treasury Board*

Current Chair: Minister of Finance, Vice-Chair: Minister of Consumer Protection and Government Services

Chair and Vice-chair must be ministers

- The board is responsible for the overall fiscal management and financial reporting of the Manitoba government and the establishment of policies required for the effective management of public funds to meet government objectives.

Statutes and Regulations Review Board (SRRB)*

Current Chair: Minister of Justice, Vice-Chair: Minister of Advanced Education and Training

Chair and Vice-chair must be ministers

- The board is to oversee and coordinate the proposed legislative and regulatory initiatives of the government and government agencies.

Economic Development Board**

Current Chair: Premier, Vice-chair: Minister of Finance

- The Economic Development Board (EDB) is a Cabinet-level body dedicated to focused and strategic efforts to improve Manitoba's economic development outcomes.
- The dual purpose of the EDB is to position Manitoba as an attractive foreign investment location and to increase investment and job growth by existing businesses. It will set economic development priorities, reduce barriers to investment, and institutionalize accountability to ensure swift action on initiatives both internal and external to government.

All Aboard (Poverty Reduction)*

Current Co-chairs: Minister of Education and Early Childhood Learning Minister of Families and Minister responsible for the Status of Women

- Responsible for poverty-related policies, programs and services.
- Provides advice on the poverty reduction strategy, monitors implementation, and facilitates community involvement in strategy development.

Gender Based Violence Committee of Cabinet (GBVCC)**

Current Chair: Minister of Families, Vice-chair: Minister of Advanced Education and Training

- The board's mandate is to integrate services and to take a whole of government approach to co-ordinate policies, legislation and initiatives on pervasive issues such as domestic and sexual violence and harassment.

Public Sector Compensation Committee (PSCC)***

Current Chair: MLA

- Reviews and considers public sector management and labour relations issues and resulting strategic options in a fiscally responsible and sustainable manner.

Contact Person:

Kathryn Gerrard, Clerk of the Executive Council

2. First Cabinet Meeting

High Level Summary:

The first Cabinet meeting often occurs either immediately following or up to one week following the swearing-in ceremony. It is customary when the Premier indicates or reaffirms their expectations for Cabinet including:

- The importance of the conventions of Cabinet solidarity and confidentiality
- Attendance and punctuality
- Expectations for Ministers
- That no personal assistants attend Cabinet, only ministers, the Clerk of the Executive Council in their role as Cabinet Secretary and a small number of staff from the Premier's Office and Executive Council Office
- The treatment of Cabinet documents
- Role and conduct with deputy ministers and public servants

It is recommended that new Ministers and political staff be oriented to their roles as early as possible to support their effective performance.

Current Status:

Senior public servants are available to provide primers on government operations including:

- Conflict of Interest requirements
- Department operations and roles
- Central agency operation and roles
- Cabinet and related decision-making processes
- The budget process
- Expenditure guidelines, including, for example, out of province travel
- The legislative process
- Expenditure management overall and for particular areas of interest
- Access and privacy under the *Freedom of Information and Privacy Act*
- Duty to consult with First Nations, Métis communities and other Aboriginal communities
- The responsibility shared by public servants, elected officials and political staff to maintain a non-partisan public service

Confidential Advice to Minister:

The following are OICs that are made at the Premier's prerogative at the swearing-in and 19(1)(a) .

- An OIC appointing the Premier
- An OIC appointing ministers
- An OIC appointing the acting ministerial list
- OICs reflecting changes in department names, mandates, and responsibility for specific programs
- An OIC updating the assignment of non-portfolio areas of responsibility
- An OIC reflecting the consolidated listing of statutes by ministerial responsibility
- An OIC setting out the membership of Treasury Board and other Cabinet Committees
- An OIC setting out legislative assistants
- OICs reflecting any change in Deputy Minister assignments
- OICs reflecting the appointment of technical officers, such as the Premier's senior staff and minister's special and executive assistants
- OICs reflecting changes to membership of the boards of Crown Corporations

Contact Person:

Kathryn Gerrard, Clerk of the Executive Council

3. Staffing the Premier's Office

High Level Summary:

The support to the Premier is buttressed by the policy advice and support of partisan political staff who occupy 'technical officer' positions in government. All of the staff listed below are Technical Staff (political) appointed by Order-in-Council, except Ministerial Office Administrative Staff (non-technical). Administrative staff in Ministerial offices (e.g., Correspondence Secretaries, Assistants to Ministers, Appointment Secretaries) are public servants whose experience and knowledge are critical to the effective operation of Minister Offices and departments.

The following outlines the functional areas of support as defined in recent administrations.

- **Principal Secretary**

Technical Staff, appointment by Order-in-Council

Typically a political appointment, the Principal Secretary is normally the secretary to the Policy and Planning Secretariat and/or committee of Cabinet and is the Premier's primary lead on matters of policy for the political arm of government.

- **Chief of Staff**

Technical Staff, appointment by Order-in-Council

The Chief of Staff is responsible for oversight of all political staff (including ministerial assistants/special assistants), managing the Senior Staff group, and managing the Premier's political priorities and timetables. The Chief of Staff is the Premier's primary liaison with the caucus, the party, and key external groups and individuals.

- **Communications and Stakeholder Relations**

Technical Staff, appointment by Order-in-Council

Typically staffed by political appointments, this office coordinates and manages communications from Cabinet. It works with the Communications and Engagement Division on high level messaging – i.e. budget, throne speech, and major government priorities. Communications and Stakeholder Relations also works directly with Ministers' offices to coordinate messaging on key press releases. The Director of Communications and Stakeholder Relations serves as the Premier's Press Secretary.

- **The Premier's Secretariat**

Technical Staff, appointment by Order-in-Council

The Premier's Secretariat is comprised of public servants, who are administrative staff, and political staff, who are responsible for managing the Premier's schedule, events, tours, correspondence, briefing materials, speech writing, and constituency issues. The Secretariat is also responsible for tracking and advising or briefing on issues that emerge from meetings with the Premier.

- **Special Assistant (SA)**

Technical Staff, appointment by Order-in-Council

Provides input into communication strategies, proficient in issue management, crafting speeches, and the effective handling of correspondence. They

collaborate with all departments' special assistants, collectively preparing comprehensive briefings to keep the Premier well-informed about critical problems and emerging issues. Additionally, they play a pivotal role in meticulously assembling House Books for the Legislative session and engaging in thorough preparations for the demanding challenges of Question Period.

- **Executive Assistant (EA)**

Technical Staff, appointment by Order-in-Council

Responsible for the constituency needs of the Premier, along with the Constituency Assistant. As the Premier's representative in the community, the Executive Assistant also functions as a liaison with the party. This individual represents the Premier in constituencies as the Premier is often unable to carry out constituency duties due to other activities or legislative commitments. EAs are also appointed by Order-in-Council.

- **Director of Regional Cabinet**

Technical Staff, appointment by Order-in-Council

Manages operations out of the regional Cabinet office(s) outside of Winnipeg. Other positions in the Secretariat may include Senior Advisor, Manager Ministerial Operations, Manager Legislative Affairs, Speechwriter Administrative Assistants, Scheduling Assistant or Coordinator, Correspondence Assistant, Administrative Assistant/receptionist, Correspondence Writer, and Assistant to Premier's Office/ Driver.

- **Executive Secretary**

Non-Technical, Ministerial Staff

Assists the Premier with a variety of tasks related to their role as First Minister, including managing and prioritizing the daily schedule. All departments and units direct briefing material through the Premier's Secretary.

Confidential Advice to Minister:

Staffing the Premier's office is a critical task required to ensure the efficient functioning of the office and the successful execution of the Premier's duties and responsibilities. Following swearing-in of Executive Council, the Chief of Staff will work directly with the Public Service Commissioner to prepare Orders-in-Council for appointment of technical staff.

Orders-in-Council for staff appointments will proceed to one of the first Cabinet meetings for approval.

Options and Recommendations:

23(1)(a) [Redacted]
[Redacted]
[Redacted]
[Redacted]

Contact Person:

Kathryn Gerrard, Clerk of the Executive Council

4. Convening the First Session of the 43rd Legislature

High Level Summary:

The procedure to convene the first session of the 43rd Legislature is unique as compared to the opening of subsequent sessions due to the need to elect a new Speaker of the House. This note outlines the various considerations for setting the date to open the first session of the 43rd legislature and key deliverables required from the Premier's Office for the first several days of the session.

The earliest the first session of the 43rd Legislative Assembly can commence is on October 20, 2023, the day the writ is returned to the Chief Electoral Officer; however, there is no immediate legal requirement to convene the Legislature. In the last two general elections, where there was a change in government (1999 and 2016) the Legislature convened 65 and 27 days, respectively, after election day. Legislative Sessions have no pre-defined length, although they traditionally commence in November and last for approximately one year.

Convening the Legislature

An OIC and proclamation will be required to set the date and time for the convening of the 1st session of the 43rd Legislature.

After the passage of the OIC by Cabinet, the Premier writes to the outgoing Speaker requesting the Assembly be called into session on a specific date. The Speaker then sends a notice to the members that the Legislature is convening on that date. A reasonable period to allow the Speaker sufficient time to convene the members is in the order of seven days.

The Premier must also provide the Office of the Clerk of the Legislative Assembly with the seating plan for government members in advance of the House resuming.

Factors affecting the timing of the first session include the following:

- the legislature may not sit until after October 20, 2023, which is the date that Elections Manitoba provides the Writs of Election to the Clerk of the Legislative Assembly stating who has been elected.
- members must be sworn in as MLAs before the first session is convened.
- the rules of the Legislative Assembly suggest, but do not require, that the House may meet during the following blocks of time: (1) "Fall sitting" between October 4, 2023 and November 2, 2023; and (2) "November sitting" between November 21, 2023 and December 7, 2023.

The House may sit outside of these time blocks if government recalls the House for an emergency sitting or if the House Leaders of all recognized parties agree to other sittings times.

Election of a New Speaker of the House and Appointment of other Officers

Under section 31.1 of *The Legislative Assembly Act* the current Speaker continues to hold office until a new Speaker is elected. While there is no immediate legal requirement to convene the Legislature to elect a new Speaker, there are scenarios, such as a vacancy in the Office of the Speaker, that may impact the timing of electing a new Speaker.

The Speaker is elected through secret ballot by all members of the 43rd Legislature and, once elected, holds the position for the duration of the 43rd Legislature. The election takes precedence over any other business, and would continue without debate or questions, including questions of privilege, until a Speaker is elected.

Government ministers and the leaders of political parties recognized in the Legislative Assembly (i.e. those with 4 or more members) are not eligible for election to the role of Speaker. There is no requirement that the Speaker must be a member of the government caucus.

An additional 3 positions are required to support the Speaker in the operations of the Legislature - the Deputy Speaker and Chair of the Committee of the Whole House and two Deputy Chairs of the Committee of the Whole House. These positions are filled through appointment via a government motion. The motion occurs after the Speech from the Throne has been read.

Speech from the Throne (SFT)

The Speech from the Throne, read by the Lieutenant Governor, outlines the government's plans for the coming session. For the first session of a Legislature, this is the first order of business after the election of the Speaker and can occur as early as the day the Speaker is elected.

The date of the House convening will establish the planning timeframe for Speech from the Throne preparations and the key pieces of legislation that will anchor the government's legislative agenda for the sitting. Factors to consider in this regard include:

- 23(1)(a) [Redacted]
- [Redacted]
- [Redacted]

The Clerk of Executive Council provides assistance in the development of the Speech from the Throne, including:

- Fact-checking data
- Coordination of department information
- Coordination with the Lieutenant Governor’s Office Logistical support (i.e. proofreading, translation, security arrangements, communications support, design, companion materials, and printing and distribution)

After the Speech from the Throne is read, a motion is introduced to adopt the direction provided in the document. The motion is traditionally moved and seconded by a government caucus backbencher. The Premier’s Office usually designates which members will have the privilege of introducing the motion and having the first opportunity to speak in the Legislature.

Bill One

By long standing tradition, the first bill introduced in the Legislature is a “pro forma” bill entitled “An Act respecting the Administration of Oaths of Office”. This practice predates Confederation in Canada and finds its origins in the British House of Commons as early as the 16th century. It is intended to symbolize the Assembly’s independence from the Crown and the collective right of members to address Legislature’s own priorities before getting to other business.

The bill is introduced by the Premier, but no debate or vote is taken on the bill.

Government Caucus Positions

The government caucus must designate MLAs to certain caucus management positions, such as caucus chair, government house leader and whip. While these positions are independent of government, these positions need to be determined before the legislature is convened.

The Government House Leader position has significant impact and interaction with executive government. This position is responsible for managing the government’s legislative business and leading discussions with members of other political parties. Traditionally, the government house leader position is assigned to a minister to ensure effective communication between the government and government caucus.

Confidential Advice to Minister:

23(1)(a) [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

23(1)(a)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Contact Person:

Elliot Sims, Associate Clerk of Executive Council

5. Priority Setting and Accountability Mechanisms

High Level Summary:

Government leaders use a variety of tools and strategies to communicate priorities for action to their cabinet, and thereby the public service and the public at large. These tools create accountability mechanisms by assigning specific responsibilities to ministers and departments, which can subsequently be evaluated and reported on. The public service uses these priority lists to guide their work (in addition to the Speech from the Throne and Budget Speech), the public uses them to assess a government's effectiveness, and the Premier uses them to manage ministers and government business.

In Manitoba, priority setting has been done through mandate letters, balanced scorecards and date bound action plans such as a 100-day action plan. Each of these mechanisms, and how they were implemented and overseen, is described below:

- **Mandate Letters:** Mandate letters are commonly issued to ministers following a Cabinet shuffle or swearing-in. Most provinces and the government of Canada issue mandate letters to ministers. The purpose of a mandate letter is to confirm the responsibilities assigned to the minister, policy goals, performance expectations, and commitments. Traditionally, these have been drawn from the party's electoral platform. Mandate letters were last issued to Ministers in Manitoba in 2020.

Disclosure Requirements: Must be made publicly available within 30 days of issuance, in accordance with section 76.1(3)(b) of The Freedom of Information and Protection of Privacy Act.

Oversight: Principal Secretary (coordinated by the Office of the Clerk of the Executive Council)

- **A Date Bound Action Plan:** A public commitment to accomplish priorities within a certain time constraint sets a path for immediate action. For example, "a 100-Day Action Plan" is a pledge commonly made by governments at all levels and by different parties. This was done in Manitoba in 2019. Rather than issuing individual mandate letters, one letter with all commitments was issued to all ministers, signaling a whole of government approach to accomplishing the desired objectives.

Disclosure Requirements: None. In 2019 a news release was issued on "day 1" and the letter was proactively disclosed on InfoMB.

Oversight: The Premier's Office, Chief of Staff and Principal Secretary, Office of the Clerk of the Executive Council

- **Balanced Scorecards:** A tool for corporate strategic alignment. Government set an overarching strategy map with thematic priorities and objectives. Departments developed individual scorecards in alignment with the corporate strategy, and continue to report against measurable indicators.

Disclosure Requirements: Department's balanced scorecard priorities and objectives are reported in Annual Reports and the Supplements to the Estimates of Expenditures. Whole of government progress is reported on mbmeasuringprogress.ca (currently unavailable; undergoing site updates).

Oversight: Balanced Scorecards Unit in Treasury Board Secretariat

Current Status:

Departments are currently using Balanced Scorecards for external reporting as an accountability mechanism.

Contact Person:

Kathryn Gerrard, Clerk of the Executive Council

6. Setting a Budget Date

High Level Summary:

The government operates on a fiscal year starting April 1 and ending March 31 of the following year. The provincial government is required by The Fiscal Responsibility and Taxpayer Protection Act to table a budget in the Legislative Assembly no later than April 30 for the fiscal year ahead. The budget is introduced through a speech by the Minister of Finance and adopted via a government motion in the Legislative Assembly. This motion is considered a confidence vote in the provincial government.

Once the budget is passed, the Legislative Assembly will turn its attention to implementation of the budget through legislative review of the Estimates of Expenditure and passage of the Appropriation Act. Concomitantly, consideration of the Budget Implementation and Tax Statutes Amendment Act (BITSA) will also occur. New or enhanced spending can only occur after the passage of the Appropriation Act and the implementation of tax measures requires the passage of BITSA

Since the 1980s, it has been typical for a government's first budget after election to be introduced the following spring at the regular budget time. The three exceptions were in 1988 (Filmon), 1990 (Filmon), and 2016 (Pallister) where new budgets were introduced relatively shortly (one to three months) following election.

Historically, the government tables their budget in March or April. Since changes were made to the rules of the Legislative Assembly in 2015, tabling of the budget has more frequently occurred in March.

Preparation of the annual estimates and summary budget requires a process that allows for the setting of fiscal priorities, gathering and analyzing data, ministerial and Treasury Board review and finalization of decisions, collection and consolidation of financial information from the rest of the government reporting entity (GRE), preparation of the Budget Speech and other budget papers and the printing of the Estimates and other documents.

Current Status:

Departments have begun the annual estimates preparation process for 2024/25.

Confidential Advice to Minister:

23(1)(a)

[Redacted content]

Options and Recommendations:

Advise the Secretary to Treasury Board of the date chosen for Budget Day.

Contact Person:

Kathryn Gerrard, Clerk of the Executive Council

Strategic Priorities and Opportunities

1. Appointments and Vacancies for Agency, Board and Commissions
2. Human Resourcing

Issue notes follow on the next pages.

1. Appointments and Vacancies for Agency, Board and Commissions

Timeline for Action: Immediate to December 31, 2023.

High Level Summary:

The Manitoba Government makes appointments to a number of agencies, boards and commissions (ABCs). These are entities established by legislation to carry out a range of functions and services, and include councils, authorities, advisory bodies, funding bodies, professional organizations and quasi-judicial tribunals. While appointments to all ABCs are vetted by Cabinet, the appointment process to ABCs occur through an Order in Council (OIC) or a ministerial order depending on the requirements in the statute that created the ABC.

Detailed descriptions of each ABC's responsibilities, skill requirements, membership composition, the estimated time commitment required of board members, the location of meetings and the remuneration rate, where applicable, are provided online ([link](#)).

23(1)(a)

The appointment process is ongoing, where specific qualifications, skills, experience, demographics and regional needs are considered for each vacancy.

The ABC Office can provide a full list of board membership.

Current Status:

Below is a list of all priority ABC Board Chair and Vice-Chair vacancies and terms expiring during the period from October 4, 2023 to December 31, 2023 inclusive by department.

Advanced Education, Skills and Immigration

- Brandon University Board of Governors – Term expired June 30, 2023. Will continue to serve until a successor is appointed or elected.
 - Shawn Chambers – *Vice-Chair*

Agriculture and Resource Development

- Animal Care Appeal Board – Term expired March 2, 2023. Will continue to serve until replacement is appointed.
 - Dr. Laurie Connor – *Chair*
- Veterinary Services Commission – Vacancy due to resignation. Term expires November 4, 2023. Dr. Helen Jerney is acting Chair
 - Dr. Allan Preston – *Chair*

Economic Development, Investment and Trade

- Surface Rights Board – Term expired February 1, 2023. Will continue serving as Deputy Presiding Member until replacement is appointed.
 - June Greggor – *Deputy Presiding Member (Vice-Chair equivalent)*

Education and Early Childhood Learning

- Board of Reference – Term expires December 31, 2023.
 - Donald J. Timmerman – *Vice-Chair*
- Teachers' Retirement Allowance Fund Board – Term expires December 31, 2023.
 - Bryton Moen – *Chair*

Environment and Climate

- Expert Advisory Council – Term expired July 15, 2023. Will continue serving until replacement is appointed.
 - Andrew MacSkimming – *Vice-Chair*

Finance

- Deposit Guarantee Corporation of Manitoba – Term expires November 18, 2023.
 - Fernand Vermette – *Chair*

Health

- Health Appeal Board – Terms expires December 14, 2023.
 - Joan Holmstrom – *Chair*
 - Dr. Rajinder Bhullar – *Vice-Chair*

Justice

- Manitoba Human Rights: Board of Directors – Term expires December 14, 2023.
 - John Burchill – *Vice-Chair*

Mental Health Review Board

- Mental Health Review Board – Terms expires October 27, 2023.
 - Christopher Koziar – *Chair*
 - Kyle Mirecki – *Chair*

Sport, Culture and Heritage

- Combative Sports Commission – Term expires November 5, 2023.
 - William (Bill) Tibbs – *Chair*

Contact Person:

Kathryn Gerrard, Clerk of the Executive Council


2. Human Resources

High Level Summary:

Political staff, also referred to as “technical staff”, are order-in-council appointments that support the political needs of government. These staff have roles and responsibilities that include communications and media relations, stakeholder engagement, issues management, executive assistance, executive/management functions as well as staff special offices and commissions. Ministers typically have two technical staff position – a special assistant (SA) and an Executive Assistant (EA).

Executive Council also has non-partisan public service staff in both the Office of the Clerk of Executive Council as well as the Premier’s Office. These staff have roles and responsibilities that include Cabinet coordination and operations, policy analysis, executive assistance and correspondence.

23(1)(a)



Contact Person:

Ewan Watt, A/ Assistant Deputy Minister, Human Resource Business Services,
204-782-2556

Renewing Relationships and Advancing Indigenous Reconciliation

Manitoba's Path to Reconciliation Act sets out the government's commitment to advancing reconciliation. All members of Executive Council are responsible for promoting measures to advance reconciliation through their department and across government. Each department has championed initiatives within their mandate. An example is Education and Early Childhood Learning's *Mamàhtawisiwin: An Indigenous Education Policy Framework*, which includes principles to guide actions at all levels in the Kindergarten to Grade 12 education system and lays the foundation for an Indigenous-inclusive education system.

The department of Indigenous Reconciliation and Northern Relations (IRNR) is primarily responsible for leading the government's participation in the truth and reconciliation process and guiding the development of a strategy for reconciliation. IRNR coordinates action through the Deputy Ministers Committee on Truth & Reconciliation (DMC-TR).

DMC-TR is co-chaired by the Deputy Minister of IRNR and the Clerk of the Executive Council. The mandate of DMC-TR is to play a central leadership role in the timely, effective and consistent advancement of Manitoba's priorities, commitments and statutory obligations regarding truth and reconciliation with Indigenous Peoples. A mandated report detailing the measures taken to advance reconciliation across the whole of government is coordinated and published by IRNR annually.

DMC-TR currently has five subcommittees: Economic Reconciliation, Jurisdiction, Public Service, Engagement and Consultation, and Corporate Strategies. Each subcommittee is led by a Deputy Minister and chaired by senior leaders of each department.

Federal, Provincial and Territorial Overview

Representation at FPTs

- **Council of the Federation (Canada's Premiers)**

Description: Founded in 2003, COF promotes strong relations between governments based on respect for the Constitution and recognition of diversity in the federation.

Other information: 21(1)(b), 23(1)(a)

- **Western Premiers' Conference (WPC)**

Description: Forum for Western Premiers (including the four western provinces and the three territories) to discuss and support alignment on shared western priorities and issues.

Other information: 21(1)(a), 23(1)(a)

- **First Ministers' Meetings (FMM)**

Description: Meetings or calls with the Prime Ministers and all PT Premiers.

Other information: 21(1)(a), 23(1)(a)

- **New West Partnership**

Description: Forum for the Premiers of MB, SK, AB and BC to discuss western priorities and the New West Partnership Trade Agreement.

Other information: 23(1)(a)

- **Western Governors Association (WGA)**

Description: Comprised of governors from 19 western US states and 3 territories, Premiers from western provinces and territories periodically attend.

Other information: 21(1)(a)(b)(d), 23(1)(a)

- **National Governors' Association (NGA)**

Description: Comprised of governors of all 50 states plus 5 territories/ commonwealths. Premiers periodically attend the winter meeting as it provides an opportunity to meet with a number of governors, congressmen, administration officials in a short amount of time. COF organized a program for Premiers' participation at NGA in 2017.

Other information: 21(1)(a)(b)(d), 23(1)(a)

- **Midwest Legislative Conference (MLC)**

Description: Annual policy conference including state legislators from North and South Dakota, Minnesota, Nebraska, Iowa, Wisconsin, Michigan, Illinois, Ohio, Kansas, and Indiana. Provincial legislators from Ontario, Alberta, Saskatchewan and Manitoba are also invited to attend. The MLC includes MLAs from all parties (not just government members). The premier may or may not attend the MLC.

Other information: 21(1)(a)(b)(d), 23(1)(a)

- **Legislators' Forum**

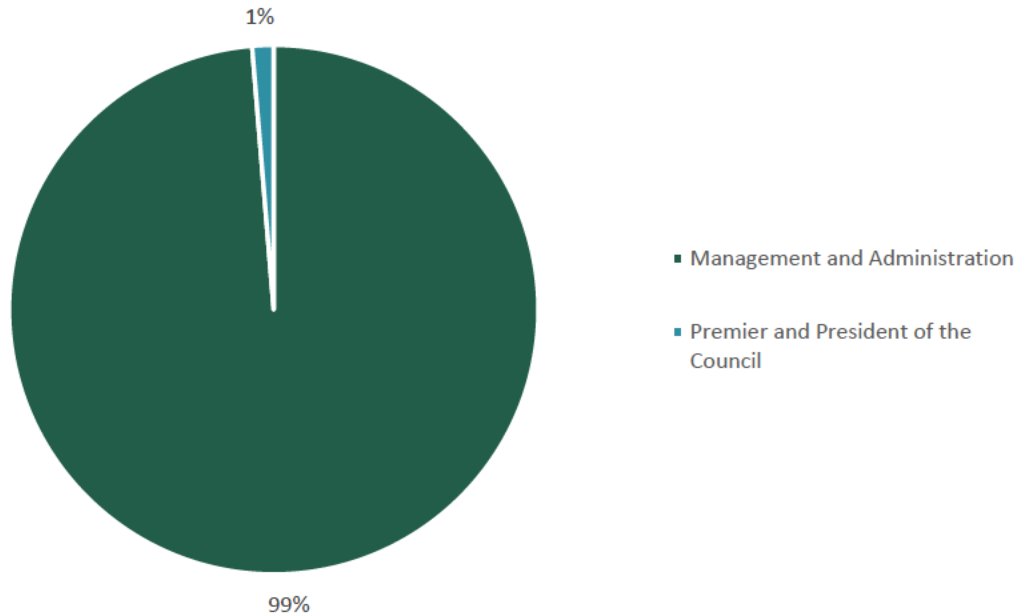
Description: The Legislators' Forum originated as a result of the International Flood Mitigation Initiative (IFMI) MOU signed between Manitoba, North Dakota, South Dakota and Minnesota in November 2000. The initial purpose of the forum was to discuss water management issues in the Red River basin. Over time, the agenda of the Legislators' Forum has evolved to other priorities including trade, transportation, agriculture and other state/provincial issues. The Forum includes MLAs from all parties (not just government members). The premier may or may not attend the Forum.

Other information: 23(1)(a), 20(1)(d)

4. Fiscal Overview

The following information reflects spending appropriations approved for the department in fiscal year 2023/24 by the Legislature. The annual Estimates process to determine the budget for the next fiscal year (2024/25) is currently underway.

Percentage Distribution of Departmental Operating Budget (2023/24)



Summary Budget Overview

| MANITOBA EXECUTIVE COUNCIL | | | | | | | |
|------------------------------------------|---------------|--------------|-------------|------------|-------------|------------------------|--------------|
| 2023/24 PRINTED ESTIMATES SUMMARY | | | | | | | |
| Appropriation | Print 2023/24 | | Inc / (Dec) | | | Adjusted Print 2022/23 | |
| | FTEs | \$000s | FTEs | \$000s | % | FTEs | \$000s |
| 1. General Administration | | | | | | | |
| (a) Premier and President of the Council | 1.00 | 63 | - | - | - | 1.00 | 63 |
| (b) Management and Administration | 46.00 | 4,757 | - | 309 | 6.9% | 46.00 | 4,448 |
| Subtotal | 47.00 | 4,820 | - | - | - | 47.00 | 4,511 |
| DEPARTMENT TOTAL | 47.00 | 4,820 | - | 309 | 6.8% | 47.00 | 4,511 |

Pressures, Risks and Other Considerations

- 23(1)(a) [Redacted]

List of Major Grants/Grant Programs

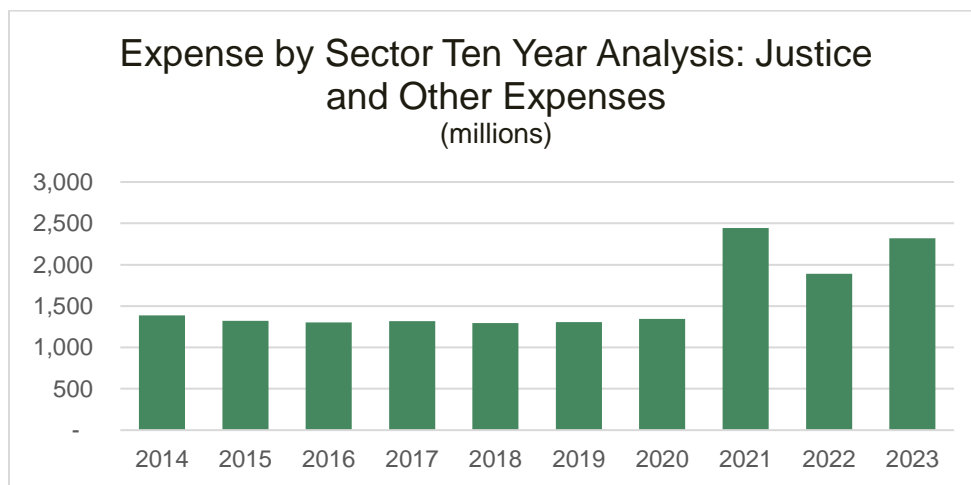
| | Print 2023/24 | Inc/(Dec) | Inc/(Dec) | Adjusted Print 2022/23 |
|------------------------------------------------|------------------|-----------|-----------|------------------------------|
| | \$000s | \$000s | % | \$000s |
| Manitoba Council for International Cooperation | 1,250 | - | - | 1,250 |
| Total Executive Council | 1,250 | - | - | 1,250 |

List of Major Contracts

| Vendor Name | Value | Description | Category |
|-------------|-------|-------------|----------|
| NIL | | | |

Historical Expenditures in Sector

The chart below shows expenditures by area rather than by department to capture expenditures in a sector unaffected by departmental reorganizations over time. This 10-year analysis includes expenditures for the Public Service Commission, Employee Pensions and Other Costs, Executive Council, Legislative Assembly, Tax Credits, Consumer Protection and Government Services, Finance, Justice, Labour and Immigration, and Sport, Culture and Heritage.



5. Scheduled Events

Items highlighted in grey are associated with Intergovernmental Affairs.

| Dates | Topic / Issue | Additional Details |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| <u>October</u> | | |
| October 1 – October 7 | Mental Health Awareness Week | 23(1)(a) |
| October 1 – October 31 | Women’s History Month Disability Employment Awareness Month Safe Sleep Awareness Month Bullying Awareness Month | |
| October 8 – October 14 | Fire Prevention Week | |
| October 10 | World Mental Health Day | |
| October 11 | International Day of the Girl | |
| October 9 - 13 | Message to all Public Servants | |
| October 16 – 20 | Swearing in of Cabinet | |
| October 15 – October 21 | Small Business Week School Bus Safety Week Waste Reduction Week | |
| TBC (Fall 2023) | Potential First Ministers’ Meeting (FMM) | |
| TBC (Fall 2023) | Fall Economic Statement | |

| <u>November</u> | | |
|------------------------------|------------------------------------------------------------------------------------|----------|
| November (Date TBD) | Manitoba Speech from the Throne and new Legislative Agenda | 23(1)(a) |
| November 1 – November 30 | 4H Month Financial Literacy Month Domestic Violence Prevention Month | |
| November 5 – November 11 | Apprenticeship Recognition Week | |
| November 6 (TBC) Halifax, NS | Council of the Federation Summit on 23(1)(a) | |
| November 8 | Indigenous Veterans Day | |
| November 11 | Remembrance Day | |
| November 19 – November 25 | International Education Week National Bullying Awareness Week | |
| November 25 – December 9 | 16 Days of Activism Against Gender Violence | |

| <u>December</u> | | |
|------------------------|------------------------------------------------------------------|----------|
| December (Date TBD) | 2 nd Quarter Finance Update | 23(1)(a) |
| December 1 | World AIDS Day | |
| December 3 | International Day for Persons with Disabilities | |
| December 6 | National Day of Remembrance and Action on Violence Against Women | |
| December 7 | State of the Province – Chamber of Commerce | |
| December 10 | International Human Rights Day | |

2024

23(1)(a)

6. Appendices

Acronyms

Departments, Secretariats and Cabinet Committees

| | |
|-----------|---------------------------------------------------|
| AET | Advanced Education and Training |
| AGR | Agriculture |
| CPGS | Consumer Protection and Government Services |
| EDIT | Economic Development, Investment and Trade |
| MEECL | (Manitoba) Education and Early Childhood Learning |
| EC | Environment and Climate |
| EXC / ECO | Executive Council / Executive Council Office |
| FAM | Families |
| FIN | Finance |
| HEALTH | Health |
| IRNR | Indigenous Reconciliation and Northern Relations |
| IGA | Intergovernmental Affairs |
| LI | Labour and Immigration |
| MHCW | Mental Health and Community Wellness |
| MR | Municipal Relations |
| NRND | Natural Resources and Northern Development |
| PSC | Public Service Commission |
| SLTC | Seniors and Long-term Care |
| SCH | Sport, Culture and Heritage |
| MTI | (Manitoba) Transportation and Infrastructure |
| TBS | Treasury Board Secretariat |
| TB | Treasury Board |
| EDB | Economic Development Board |
| SRRB | Statutes and Regulations Review Board |
| GBVCC | Gender Based Violence Committee of Cabinet |
| GEM | Gender Equity Manitoba |
| FAS | Francophone Affairs Secretariat |

Federal, Provincial and Territorial

| | |
|------|-----------------------------------------------|
| CFTA | Canadian Free Trade Agreement |
| CHT | Canada Health Transfer |
| CIT | Committee on Internal Trade |
| COF | Council of the Federation (Canada's Premiers) |
| FMM | First Ministers' Meeting |
| FPT | Federal/provincial/territorial |
| IGA | Intergovernmental Affairs |
| NWP | New West Partnership |
| PM | Prime Minister |
| PT | Provincial/territorial |
| WPC | Western Premiers' Conference |

Agencies, Boards and Commissions Appointments

- **Premier's Economic Advisory Council on Competitiveness**

Reporting to the Economic Development Board, the Premier's Economic Advisory Council on Competitiveness focuses on the competitiveness of the province in relation to other provinces and U.S. states, and provide advice, guidance and recommendations on issues pertaining to Manitoba's economic growth and prosperity. The premier also established a tax competitiveness working group to support the council.

- **The Order of Manitoba Advisory Council**

The object of the Order is to recognize individuals who have demonstrated excellence and achievement in any field of endeavour benefiting in an outstanding manner the social, cultural or economic well-being of Manitoba and its residents. The Premier recommends up to six individuals for appointment to the Council, each for a term of three years. The Council also includes the following four permanent members as outlined in The Order of Manitoba Act:

- the Chief Justice of Manitoba
- the Clerk of the Executive Council
- the President of The University of Manitoba, Brandon University or The University of Winnipeg on a 2 year rotating basis
- the President of the Université de Saint-Boniface, University College of the North, The Canadian Mennonite University Act or Red River College Polytechnic on a 2 year rotating basis

Statutory Responsibilities of the President of Executive Council

Any statutes that are not assigned to a particular Minister are the responsibility of the Minister of Justice, as are any amendments to those statutes.

- The Executive Government Organization Act
- The Order of Manitoba Act
- The Manitoba Evidence Act [Part V]

Please be advised that section 76.2(2)(a) of *The Freedom of Information and Protection of Privacy Act* (FIPPA) states the government must make available “within 60 days after a minister assumes office, the table of contents and index for the package of briefing materials that is prepared for a minister for the purpose of enabling the minister to assume the powers, duties and functions of their office”.

Therefore, the table of contents and index of this transition binder will be fully disclosed on InfoMB within 60 days of the minister assuming office.

Additionally, the remaining contents of the binder may be requested through an access to information request under FIPPA. In response to such a request, the binder will be disclosed subject to limited and specific exceptions to disclosure under FIPPA.