

3.5 Receipt and Review of Proposals

Upon signature by the minister, proposals are forwarded to the Executive Council Office (ECO). ECO reviews the submission for proper legal authority, logs the submission and forwards it to the Cabinet Advisor and Department of Finance and Treasury Board (FTB) Corporate Financial Analyst for staff analysis.

Working with your Analysts (Cabinet Advisor and Corporate Financial Analyst)

The analysts assess the proposal against a series of criteria including the following:

- consistency with government's framework of strategic priorities
- consistency with the corporate agenda
- the effectiveness of the recommended option in addressing the problem/opportunity
- cost/benefits
- financial/budgetary implications
- human resources/information technology implications
- legal/legislative/jurisdictional/environmental ramifications
- impact on stakeholders
- public perceptions
- implementation issues, timing
- consideration of other options

The process works best when there is a good working relationship between the department and the analysts. The analysts should be kept informed of important issues on the horizon for the department. This could involve such mechanisms as periodic attendance at departmental senior management meetings and weekly scheduled meetings of senior staff from the Executive Council Office, the Office of Strategy Management and the Department of Finance and Treasury Board. It is also highly recommended that proposals to Executive Council and/or its committees on major issues are forwarded to the assigned analysts while in draft form. This helps to streamline the process.

Assignments of analysts will change periodically. Updates will be forwarded to departments as necessary.

The Managing Director of CNS and the assigned analysts will review the communications plan (Appendix 3-B) submitted with the proposal.

The analysts may also consult with the Department of Finance and Treasury Board's Director of Finance if additional clarification is required on financial issues. Analysts may also consult other departments and central agencies as necessary.

Finally, the analysts will complete their Staff Assessment (Appendix 3-Q).

The staff assessment concludes with the analysts' recommendation. If the analysts are recommending changes, or not recommending the department's proposal, the analysts will advise the department staff who prepared the proposal and the deputy head. Before this takes place, the analysts will make every effort to work with the department to provide advice and guidance on preparation of the proposal and will attempt to come to a mutual understanding and possible resolution of any outstanding issues.

The assigned analysts are responsible for updating the department on the status of a submission, including advice regarding whether and when a proposal is ready to be forwarded to Executive Council and/or its committees.

Executive Council Requirements

Submissions to Executive Council, complete with all supporting documentation, should be submitted to ECO at least three weeks in advance of when the department requires a decision of the Executive Council or its committees. This ensures sufficient time for analysis, briefings and administration.

For very detailed, complicated, or pressing issues, a presentation to Executive Council or its committees may be required. If it is determined that a presentation will be made, the Cabinet Advisor or member of ECO staff will confirm this with the department staff and the deputy minister.

The presentation will generally be made by the department's deputy head with one or two other senior officials present to assist. A copy of the presentation must be submitted to the Coordinator of Administration, Executive Council Office electronically at least two weeks before the scheduled presentation. It then becomes part of the official documentation. Presentations should be limited to no more than ten minutes, after which there may be a question period.

The presentation should be succinct and contain all of the following:

- a statement of the issue/problem to be addressed
- a summary of the background
- key issues/challenges
- financial implications
- human resources and information technology implications
- stakeholder concerns
- alternatives/options
- a recommended option
- implementation plan and timelines

Enquiries

Director, Executive Council Office
Executive Council Office
(902) 424-6614

Administrative update: ***January 29, 2020***
