

3.5 Receipt of Proposals by Executive Council Office and Review by the TPB Office

Upon final review and approval by the deputy head and signature by the minister, proposals are forwarded to Executive Council Operations, TPB. The Executive Council Operations branch logs the submission and forwards it to the TPB analyst for staff analysis.

Working with your TPB Analysts

The TPB analyst assesses the proposal against a series of criteria including the following:

- consistency with government's framework of strategic priorities (such as Environmental Goals and Sustainable Prosperity Act, etc.)
- 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

Assignments of TPB analysts will change periodically and the TPB office will forward updates as necessary.

The process works best when there is a good working relationship between the department and the TPB analysts. The TPB 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, or a regularly scheduled meeting of the TPB analysts and senior departmental management.

It is also highly recommended that proposals to Executive Council and/or its committees on major issues are forwarded to the assigned TPB analyst while in draft form. This helps to streamline the process.

The TPB analyst will review the communications plan (Appendix 3-B) submitted with the proposal.

The TPB analyst may also consult with the department's Finance Corporate Service Unit (CSU) and the Department of Finance if additional clarification is required on financial issues even though the Finance CSU had previously reviewed the financial impact sections of the proposal. TPB analysts may also consult other departments and central agencies as necessary.

Finally, the TPB analyst will complete his/her Staff Assessment (Appendix 3-Q).

The assessment concludes with the analyst's recommendation. If the TPB analyst is recommending changes or is not recommending the department's proposal, the analyst will advise the department staff who prepared the proposal and the deputy head. Before this takes place, the TPB analyst 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 TPB analyst is 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.

Deciding Where Proposals Go

Once a submission is received at the TPB office, it is assigned to an analyst who prepares the staff assessment. The Secretary to the Executive Council reviews the proposal and staff assessment and determines whether the proposal requires Executive Council approval or whether it is a TPB item. The Transaction Guide (see Appendix 3-P) facilitates this determination. (See Chapter 3.1 Types of Decisions.)

Executive Council and Treasury and Policy Board Requirements

Submissions to Executive Council and TPB, complete with all supporting documentation, are required 10 working days in advance of the Executive Council or TPB meeting. This ensures sufficient time for analysis, briefings, and preparation time.

For very detailed, complicated, or pressing issues, a presentation to Executive Council or TPB may be required. If it is determined that a presentation will be made, the appropriate TPB analyst 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 overheads must be submitted to the Executive Council office at least three business days 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

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