

Table of Contents

Guide to Volumes		Tab 1
Organizational Information & Immediate Decisions		Tab 2
Immediate Accommodation, Equipment and Support.....	A	
Staffing.....	B	
Structure of Government and Swearing-In	C	
Budget Preparation.....	D	
Immediate Appointments	E	
Facilities and Equipment	F	
Cabinet Confidences;	G	
Reference Information to Guide Decisions		Tab 3
Lieutenant Governor and Election Transition Conventions.....	A	
Immediate Appointments	B	
Guide to Organizational Structure and Appointing Cabinet and Committees	C	
Appendix 1: Previous Orders and References	1	
Appendix 2: Sample Documents.....	2	
Appendix 3: Legislation	3	
Appendix 4: Cabinet Committees, Members and Parliamentary Secretaries	4	
Appendix 5: Guide to Ceremony to Swear In the Premier and Executive Council	5	
Advice to Ministers on Responsibilities and Conduct	D	
Appendix 1: Sample Letter on Mandate and Code of Conduct.....	1	
Appendix 2: Standards of Conduct	2	
Appendix 3: Members' Conflict of Interest Disclosure Form and Excerpt.....	3	
Appendix 4: Guide to Gifts and Personal Benefits.....	4	
Appendix 5: Use of Personal Email Accounts for Public Business	5	
Appendix 6: Are you Lobbying?	6	
Appendix 7: Ministers' Salaries, Benefits & Expenses.....	7	
Statutory Officers of the Legislature.....	E	
Statutory Decision-Makers.....	F	
Central Agencies of Government.....	G	
Deputy Minister Committee Structure	H	
Records Management: FOI Framework and Processes	I	
Cabinet and Committee Decision Making Processes and Annual Planning Cycle.....	J	
Legislative Process.....	K	

Advice to Premier

GUIDE TO VOLUMES – 2020

This six-volume set of materials is advice from the Public Service to the Premier Designate and transition team following the 2020 provincial general election. The objective of the materials is to assist the Premier and transition team in creating an orderly transition to the next mandate of government, and the materials have been organized to support immediate needs and decisions.

These materials include information about specific portfolios and responsibilities but are not intended to replace detailed briefing binders prepared for new ministers by their respective ministries. They **do not** represent legal advice, which can be obtained from the Ministry of Attorney General.

The organization of the volumes is illustrated in the attached consolidated table of contents and diagram, and is summarized below.

Volume One – “Advice to Premier Designate”— contains two main sections to assist with administrative and logistical decisions. First, there is an overview of immediate decisions on staffing, government structure, swearing-in of Cabinet, budget preparation, immediate appointments, and facilities and equipment. Second, there is a detailed guide on government structure, including Ministers’ responsibilities and conduct and information on various agencies and officers of government; there is also information respecting core processes of government including Cabinet decision-making and the legislative process. Several elements of the second set of materials will be conveyed to each ministry for inclusion in each Minister’s orientation binder.

Volume Two – “Major Decisions, Issues and Commitments”— includes substantive issues for the new government: some requiring decision and some for consideration and planning. Included are issues with major cross-government fiscal, legal and/or policy implications; significant issues/opportunities and issues requiring decisions within 30, 60 and 90 days, collated by ministry; an analysis of implementation of the governing party’s campaign platform; and key dates/events and priority issues for upcoming Cabinet meetings.

Volume Three – “Economic and Fiscal Overview”— includes an economic overview; a review of current and five-year fiscal outlooks, including COVID-19 spending measures; information about the budget development process; the Province’s fiscal history; and an inter-provincial perspective on trends and fiscal balances/projections.

Volume Four – “Ministry and Crown Agency Profiles and Issues”— includes a profile (summary of the mandate, key programs, budget, organizational structure, FTEs, executive members) for each ministry and the Crown agencies for which it is responsible. Please note: Volume Four consists of four binders arranged alphabetically by current ministry name.

Volume Five – “Crown and Public Agency Governance and Appointments”— includes an overview of the system of Crown Agency governance, accountabilities, reporting requirements, annual business cycle and appointments to Crown and public agencies.

Volume Six – “Implementation and Human Resources”— includes human resource and facility information to assist the Chief of Staff in developing recommendations on Premier’s and Ministers’ Office staffing and office accommodations; human resource information to assist the Deputy Minister to the Premier in determining staffing arrangements for the Office of the Premier and developing recommendations regarding the composition of the senior executive of the Public Service; and information on records management.

Guide to *Advice to Premier* Volumes

You
are here

Volume 1: Advice to Premier Designate

Guide to Volumes

Organizational Information & Immediate Decisions

- Immediate Accommodation, Equipment and Support
- Staffing
- Structure of Government and Swearing-In
- Budget Preparation
- Immediate Appointments
- Facilities and Equipment
- Cabinet Confidences;
Advice/Recommendations

Reference Information to Guide Decisions

- Lieutenant Governor and Election Transition Conventions
- Immediate Appointments
- Advice to Ministers on Responsibilities and Conduct
- Statutory Officers of the Legislature
- Statutory Decision-Makers
- Central Agencies of Government
- Records Management
- Cabinet and Committee Decision-Making Processes and Annual Planning Cycle
- Legislative Process

Volume 2: Major Issues, Decisions and Commitments

Status Updates

- COVID-19
- Economic Recovery Implementation and Program Update

Major Corporate Issues

Issues and Opportunities and 30/60/90 Day Issues for Decision

Platform Commitments and Analysis

Key Dates and Events

Priority Items for Cabinet and Treasury Board Agendas

Volume 3: Economic and Fiscal Overview

Economic Overview

Current Fiscal Outlook

5 Year Economic and Fiscal Outlook

Budget Development

Fiscal History & Outlook

Inter-Provincial Perspective

Volume 4: Ministry and Crown Agency Profiles

4A: PREM – CITZ · Office of the Premier/ Intergovernmental Relations to Citizens' Services

4B: EDUC – FIN · Education to Finance

4C: FLNR – MMHA · Forests, Lands and Natural Resource Operations to Mental Health and Addictions

4D: MAH – TRAN · Municipal Affairs and Housing to Transportation and Infrastructure

Volume 5: Crown and Public Agency Governance and Appointments

About the Crown Agencies and Board Resourcing Office

Strategic Engagement with Public Sector Organizations

Overview of the Crown Agency Governance System

Governance Framework

Crown Agency Board Appointments, Guidelines and Remuneration

Volume 6: Implementation & Human Resources

Chief of Staff

Deputy Minister to the Premier

General

Advice to Premier Designate - 2020

Table of Contents - Consolidated

Volume 1 - Advice to Premier Designate

Guide to Volumes	Tab 1
Organizational Information & Immediate Decisions	Tab 2
Immediate Accommodation, Equipment and Support.....	A
Staffing.....	B
Structure of Government and Swearing-In	C
Budget Preparation.....	D
Immediate Appointments	E
Facilities and Equipment	F
Cabinet Confidences; Advice/Recommendations	G
Reference Information to Guide Decisions	Tab 3
Lieutenant Governor and Election Transition Conventions.....	A
Immediate Appointments	B
Guide to Organizational Structure and Appointing Cabinet and Committees	C
Appendix 1: Previous Orders and References	1
Appendix 2: Sample Documents.....	2
Appendix 3: Legislation.....	3
Appendix 4: Cabinet Committees, Members and Parliamentary Secretaries	4
Appendix 5: Guide to Ceremony to Swear In the Premier and Executive Council	5
Advice to Ministers on Responsibilities and Conduct	D
Appendix 1: Sample Letter on Mandate and Code of Conduct.....	1
Appendix 2: Standards of Conduct	2
Appendix 3: Members' Conflict of Interest Disclosure Form and Excerpt.....	3
Appendix 4: Guide to Gifts and Personal Benefits.....	4
Appendix 5: Use of Personal Email Accounts for Public Business	5
Appendix 6: Are you Lobbying?	6
Appendix 7: Ministers' Salaries, Benefits & Expenses.....	7
Statutory Officers of the Legislature	E
Statutory Decision-Makers.....	F
Central Agencies of Government.....	G
Deputy Minister Committee Structure	H
Records Management: FOI Framework and Processes	I
Cabinet and Committee Decision Making Processes and Annual Planning Cycle.....	J
Legislative Process.....	K

Volume 2 - Major Issues, Decisions and Commitments

Status Updates	Tab 1
COVID-19.....	A
Economic Recovery Implementation Program Update.....	B
Major Corporate Issues	Tab 2
Issues and Opportunities and 30/60/90 Day Issues for Decision	Tab 3
Premier's Office	
Intergovernmental Relations	PO – IGR
Advanced Education, and Skills Training	AEST
Agriculture.....	AGRI
Attorney General.....	AG
Children and Family Development	CFD
Citizens' Services	CITZ
Education	EDUC
Energy, Mines and Petroleum Resources.....	EMPR
Finance.....	FIN
Government Communications and Public Engagement	FIN – GCPE
Public Sector Employers' Council.....	FIN – PSEC
Forests, Lands and Natural Resources.....	FLNR
Health	HLTH
Indigenous Relations and Reconciliation	IRR
Jobs, Economic Development and Competitiveness.....	JEDC
Labour	LBR
Mental Health and Addictions.....	MMHA
Municipal Affairs and Housing	MAH
Public Safety and Solicitor General.....	PSSG
Emergency Management BC	PSSG - EMBC
Social Development and Poverty Reduction	SDPR
Tourism, Arts and Culture.....	TAC
Transportation	TRAN
Platform Commitments and Analysis	Tab 4
Key Dates and Events	Tab 5

Volume 3 - Economic and Fiscal Overview

Economic Overview **Tab 1**

Introduction to BC’s Economy (pre-COVID) A

Current Fiscal Outlook **Tab 2**

First Quarterly Report update for 2020/21 A
 Cabinet Confidences B
 COVID-19 Spending Measures C
 Cabinet Confidences

5 year Economic and Fiscal Outlook **Tab 3**

Cabinet Confidences A
 B

Budget Development **Tab 4**

Budget Development Process A
 Budget 2021 Timelines B
 Annual Financial Reporting Cycle C

Fiscal History & Outlook **Tab 5**

Summary Accounts Budgeting A
 Operating Overview 1998/99 – 2020/21 B
 Revenue Trends 1998/99 – 2020/21 C
 Expense Trends 1998/99 – 2020/21 D
 Capital Trends 1998/99 – 2022/23 E
 Debt Trends 1998/99 – 2020/21 F
 Commercial Crown Corporations G

Inter-Provincial Perspective **Tab 6**

Fiscal Balances/Projections A
 Trends in Provincial 2020 Budgets B
 Comparisons of Revenue & Expenditure, per Capita, 2020/21 C
 Major Transfer Programs D
 Overview of British Columbia’s Tax System E
 Comparison of Provincial Taxes by Province – Individuals & Families F
 Table A3 – Comparison of Provincial & Federal Taxes by Province – 2020
 Competitiveness Issues – Taxation of Business G
 Table A2 – Interprovincial Comparisons of Tax Rates – 2020
 Credit Ratings H

